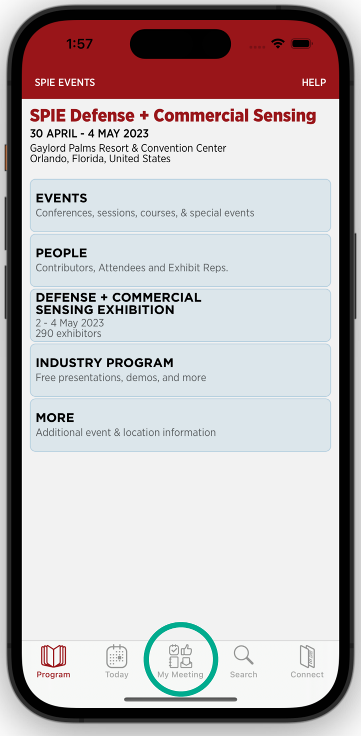
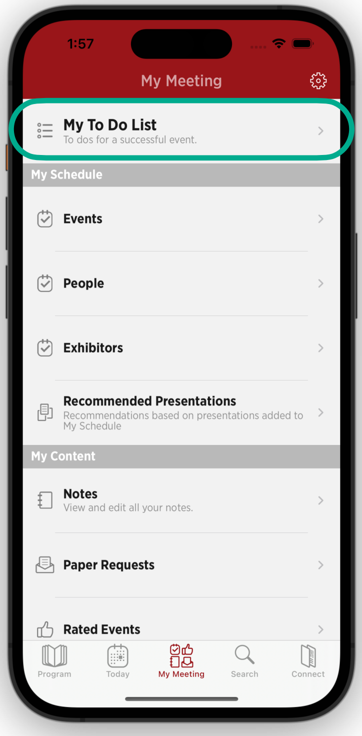
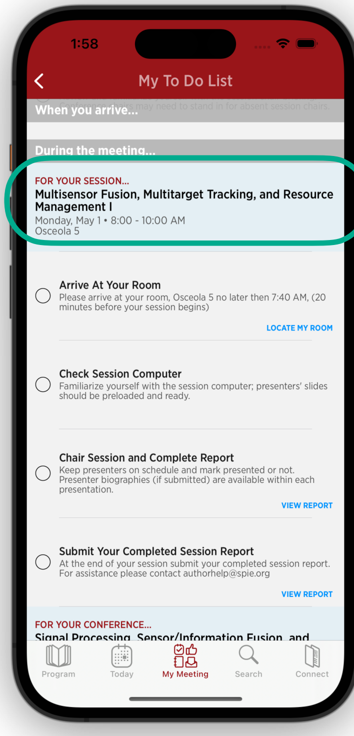
Session Report Instructions



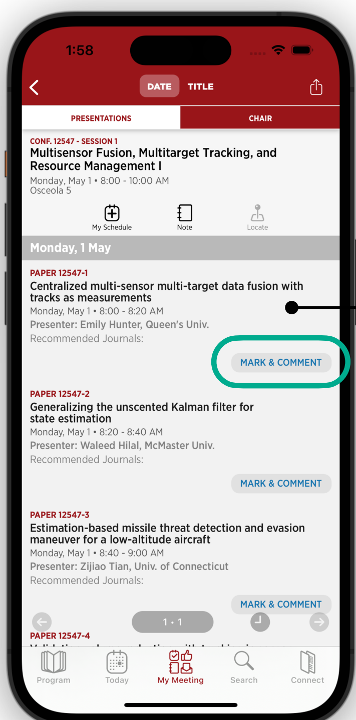
Step 1: Tap **My Meeting**



Step 2: Tap **My To Do List**

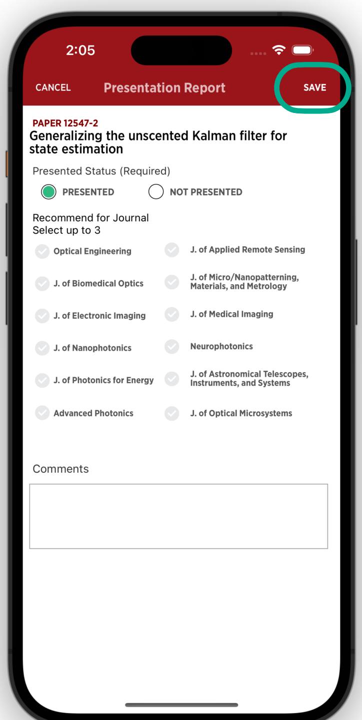


Step 3: Scroll to the session you're reporting on and tap **Chair Session and Complete Report**.

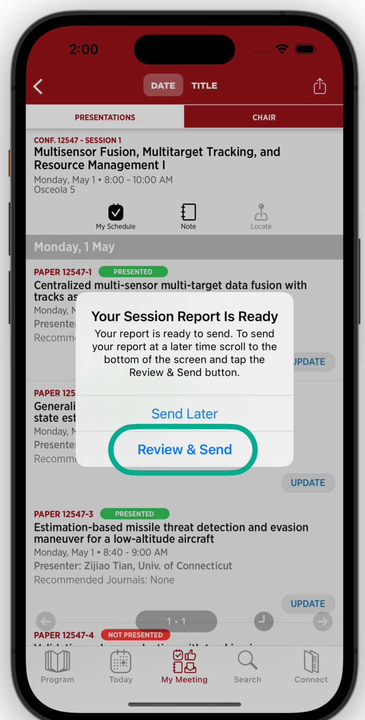


Step 4: Tap **Mark & Comment** after each presentation completes

Tap to view the abstract and presenter bio if available.



Step 5: Complete the form and tap **Save.** Repeat for each presentation



Step 6: After all the presentations have been reported on tap **Review & Send**

Questions or issues? Please visit *Chair Services* or the *SPIE App Desk*
Email: sessionreports@spie.org or mobilesupport@spie.org