IMAC-XXXIII Session Chair Responsibilities

NOTE: Chairs MUST ATTEND briefing held 8:00-8:30 AM the day of their session. Biographies will be given to chairs at their respective session table.

On behalf of the IMAC staff, we thank you for agreeing to actively participate in the coming conference as a session chair.

Briefly, a session chair's responsibilities are as follows:

1. Attend the chairs'/speakers' briefing to meet your session speakers and for last-minute instructions. Briefing is held 8:00-8:30 AM the morning of the session in which you are chairing.
2. Familiarize yourself with the assigned session room, audio visual equipment, light switches, etc.
3. Make sure speakers have computers prepared and ready to go before session begins.
4. Introduce the speakers (biographies are supplied by the IMAC staff which will be given out at the chair/speaker briefing on the day of the session you are chairing). PLEASE keep these introductions brief in order to allow speakers as much time as possible.
5. Keep presentations within specified time limits - 20 minutes – unless otherwise noted (includes presentation plus questions).
6. Leave time slots open for "no shows." Notify conference registration desk of all “no shows.”
7. Moderate questions and answers segment after each presentation.
8. Return session evaluation form to conference registration desk or email directly to SEM (jen@sem1.com). Form will be given out at the briefing.
9. Announce to please turn off cell phones during sessions.
10. Announce photography of any kind is not permitted without the express permission of the speakers.

For your information, changes have been made to the final technical program. Please review your session on the SEM web site: http://sem.org.

It is extremely important that ALL CHAIRS ATTEND the briefing to be held on the morning of the day(s) you are scheduled to chair a session. A light continental breakfast will be served. We urge you to make every effort to attend your briefing(s). If this is not possible, please notify me. We must guarantee, in advance, the number of people who will attend these food functions. If you have NOT already provided this information, please send an email to jen@sem1.com with the following information:

Name:
I Plan to attend (Yes/No):
Chair of Session #:

If you have any questions please don't hesitate to contact me. Look forward to seeing you in Orlando.

Sincerely,

Jen Tingets
Conference Manager
Society for Experimental Mechanics, Inc.
jen@sem1.com