



December 15, 2010

Memorandum To: Session Chair  
IMAC-XXVIII, Hyatt Regency Jacksonville Riverfront,  
Jacksonville, Florida, February 1 - 4, 2010

SUBJECT: Chair's Responsibilities

**NOTE:** Chairs **MUST ATTEND** briefing. 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. Familiarize yourself with the assigned session room, audio visual equipment, light switches, etc.
2. Attend the chairs'/speakers' briefing to meet your session speakers and for last-minute instructions.
3. 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).
4. Keep presentations within specified time limits - 30 minutes (includes presentation plus questions).
5. Leave time slots open for "no shows." Notify conference registration desk.
6. Moderate questions and answers segment after each presentation.
7. Return Session Evaluation Form to conference Registration Desk or mail directly to SEM. Form will be given out at the Briefing.
8. Please encourage presenters to submit their papers to SEM publications *Experimental Techniques* or *Experimental Mechanics*, i.e. brief, how-to technique articles can go to *Experimental Techniques*, and full, more theoretical, articles can be submitted to *Experimental Mechanics*. Both publications are peer-reviewed and welcome their contributions. Each publication also welcomes composed "collections" of articles, i.e. EM can publish a collection in one issue of approx. 10-14 papers, ET can publish a "Feature" series of papers in sequential issues of the bimonthly publication. Full submission guidelines can be found online, sem.org. **Please note authors on Chair Evaluation Form that would be good candidates for publication in *Experimental Techniques* or *Experimental Mechanics*.**
9. Make sure speakers have computers prepared and ready to go before session begins. Each room will be equipped with a 4-port switch box to allow computers to be connected and ready to go prior to the session.
10. Announce to please turn off cell phones during sessions.

For your information, changes have been made to the final technical program. Please review your session on the SEM website sem.org. You should still check the message board at the conference for any last minute changes.

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

Sincerely,

Katherine M. Ramsay  
Conference Manager

**SESSION CHAIR EVALUATION FORM**  
**IMAC-XXVIII Conference**  
**February 1 - 4, 2010, Jacksonville, Florida**  
(Please return to the registration desk or mail to SEM office)

*(Please print)*

**SESSION NO. AND TITLE:**

\_\_\_\_\_

**CHAIR:** \_\_\_\_\_

**ATTENDANCE:** \_\_\_\_\_

**Please indicate:**

1. If there is a no-show on day of presentation or if had previously withdrawn (marked in final program).
2. **PLEASE NOTE NEW ITEM:** Papers that would be good candidates for publication in *Experimental Techniques* or *Experimental Mechanics*, please note in the remark column.

	<u>Paper No. &amp; Speaker Last Name</u>	<u>Remarks</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____

**THANK YOU FOR YOUR COOPERATION**