

2002 Fall Meeting

GUIDELINES FOR ORAL SESSION CHAIRPERSON

- Attend one of the Session Chair Meetings scheduled Friday, 6 December or Sunday, 8 December, at 0730h or 1215h in MCC: Hall C - Theater to review session guidelines and familiarize yourself with the speaker timer equipment.
- Please check the program and addendum for any changes or updates to your session.
- Arrive at your session at least 20 minutes prior to the start time.
- Each oral session room will have an audio-visual technician who is responsible for the equipment, including the computer projector. Introduce yourself to the technician before the session. If there are any technical problems with the equipment or a computer presentation, notify the technician immediately.
- **The session must stay on schedule** so that individuals who are presenting a paper or individuals who wish to hear a specific talk may do so without concerns of time.
- To maintain the schedule it may be necessary to defer lengthy discussions to the end of the session or to suggest that the discussion be continued in private, once the session has ended.
- You may use any reasonable means to stop a speaker who has exceeded the assigned time allotment.
- If a paper has been withdrawn or the speaker does not appear, **no new presentations may be added to the session**. You may either call for discussion of previous papers in that session or call a recess. Please record any no-show authors on the Chairperson's Evaluation Form.
- Familiarize yourself in advance with the pronunciation of the speakers' names and state the author's affiliation when introducing speakers. This information is published in the *Eos* abstract volume and the at-meeting program.
- You may need to interrupt speakers in order to ask them to speak more audibly, slowly, or clearly; face the audience; or briefly explain the message of an illegible slide or transparency.
- The chairperson, not the speakers, conducts the discussion by recognizing participants on the floor. Make sure that during discussions, participants identify themselves and speak audibly so the audience can hear the questions as well as the replies.
- If a paper draws no questions from the floor, you are encouraged to ask questions in an attempt to stimulate discussion, if time allows. On the other hand, some papers elicit more than the usual number of comments, so judge accordingly.
- Complete the Oral Session Chairperson's Evaluation Form and return it to the Facilities Desk in either Hall C or Hall D.