

2002 Fall Meeting

GUIDELINES FOR POSTER 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.

Please check the program and addendum for any changes or updates to your session.

Posters should be set up between the hours of 0730h and 0830h on the day of presentation.

Posters must remain up the entire day and should not be removed before 1700h.

Arrive in the poster area by 0800h on the day of the session to oversee set-up of posters. Make sure that authors are beginning to set up their posters before 0815h and are having no problems.

Make sure that authors' poster boards are numbered properly, i.e. that they have posted their presentation to the correct board.

To locate the assigned poster board, look for the board marked with the **last four digits of the paper number**. Paper numbers ending in 0001-0699 will be located in Hall D; paper numbers ending in 0700-1400 will be located in Hall C. For example, if the paper number is H52A-0825, it will be located in Hall C. Maps with poster board numbers will be included in the meeting program.

Help any author who is having trouble with layout, setup, or equipment. Should any problem develop with poster set-up, facilities, or equipment, contact a staff person located at the Facilities Desk located at the entrance of either Hall C or Hall D.

Make sure that authors have clearly posted the times when they will be at their boards.

If a paper has been withdrawn or the speaker does not appear, **no new presentations may be added to the session**. No papers may be moved from one session to another. Record any such situations on the evaluation form.

During the active session time, encourage participation by introducing people in the area to specific authors and attempt "crowd control" if necessary. Use the Poster Session Chairperson's Evaluation Form to record attendance at different times during the session.

Complete the Poster Session Chairperson's Evaluation Form and return it to the Facilities Desk in either Hall C or Hall D.