

# 2003 Fall Meeting

## GUIDELINES FOR POSTER SESSION CHAIRPERSON

Please check the meeting 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.

To locate the assigned poster board, look for the board marked with the **last four digits of the paper number**. Paper numbers ending in 0001-0700 will be located on Level 1; paper numbers ending in 0701-1200 will be located on Level 2. For example, if the paper number is H52A-0825, it will be located on Level 2. Maps with poster board numbers will be included in the meeting program.

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

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 near the poster area on either Level 1 or Level 2.

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If a paper has been withdrawn or the speaker does not appear, **no new presentations may be added to the session**.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.

During the active session time, encourage participation by introducing people in the area to specific authors and attempt "crowd control" if necessary.