

2002 Spring Meeting

GUIDELINES FOR POSTER SESSION CHAIRPERSON

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

Arrive in the poster area at least one-half hour before the session is scheduled to start.

Make sure that authors' poster boards are numbered properly.

Check that poster supplies are available and not being monopolized by one author.

Make sure that authors are beginning to set up their posters before 0815h and are having no problems.

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

Help any author who is having trouble with layout, setup, or equipment.

Encourage participation by introducing people in the area to specific authors and attempt "crowd control" if necessary.

Use the Poster Session Chair Evaluation Form to record attendance at different times during the session.

No papers may be added to the session. No papers may be moved from one session to another. Record any such situations on the evaluation form.

Should any problem develop with poster set-up, facilities, or equipment, contact a staff person located at the Facilities Desk in Hall D of the Washington Convention Center or at the Message and Information Desk in the lobby.