



27th International Conference on Raman Spectroscopy

August 14-19, 2022 | Long Beach Convention Center | Long Beach, California

Session Chair Guidelines

Thank you for being a session chair. Your role as a session chair is to assist the smooth flow of your session, including ensuring (1) the session environment is distraction free, (2) equipment for speaker support (lighting, audio-visual equipment, and microphones) is satisfactory, and (3) speaker talks follow the program schedule and **stay on time**.

OPERATIONAL PROCEDURES

1. At the beginning of your session:
 - Introduce the Speaker to the audience.
 - Make any general announcements; including any known program changes.
2. Please familiarize yourself with the audio-visual equipment in the room, and with the accompanying "Presentation Guidelines" that all authors have received. You should plan to be in the room 30 minutes before your session and during scheduled coffee breaks to help authors who may need assistance in setting up their personal equipment.
3. A timer and laser pointer will be available. Please leave these items in the room for the next session.

PROGRAM PROCEDURES

1. An up-to-date Session Sheet will be given to you; one will also be posted outside your meeting room. Plenary are 45 minutes; Keynotes are 30 minutes; Invited talks are 20 minutes; and contributed talks are 15 minutes (set up and Q&A are included within this timeframe).
2. As a courtesy to attendees and other speakers, interrupt the speaker if he/she is not finished at the end of his/her time. **It is important** to maintain published program times in order to facilitate attendee scheduling.
3. If your meeting room has people standing, there may be available seats throughout the room. Please ask attendees to move over to enable seating access by others. Then ask those standing to come forward to take a seat. Remember: it is normal to experience standing-room crowds at times; staff will intervene as possible if such overcrowding persists throughout the day.
4. If you have a "no show," do not rearrange the schedule of presentations. Use the open time slot for discussion or review.

PROGRAM CHANGE PROCEDURES

Post any last-minute change to the program on the sign at the entrance to your symposium.

AGAIN, THANK YOU FOR YOUR HELP! IT IS VERY MUCH APPRECIATED.