

ONSITE SESSION CHAIR GUIDELINES

Session Chair responsibility is to assist with the smooth flow of the session, ensure the session environment is distraction free, the equipment for the presenter (audio-visual equipment, microphones and lighting) is satisfactory and the presentations follow the scheduled program. A Symposium Assistant will be assigned to assist you in carrying out these important responsibilities.

Plan to be in the meeting room 30 minutes before your session to assist the presenting authors in setting up their personal equipment. Please ensure the projector and microphone are in the room. Lights in the meeting room have been preset at a level of brightness which will enable attendees to take notes. If there are any audio-visual or temperature problems, ask your Symposium Assistant to seek help.

Introduce yourself to your Symposium Assistant who will be assisting you in the meeting room. The Symposium Assistant is responsible for the following:

- Providing a Session Sheet to you that lists the latest program information
 - **NOTE:** Oral presentations are 15 minutes. Invited Speaker and Distinguished Invited presentations are 30 minutes. (Invited Speakers are indicated on the session sheets by an asterisk before the abstract number e.g. *EL07.03.01; JMR Distinguished Invited Speakers by a plus e.g. +EL07.03.02; MRS Communications Early Career Distinguished Presenter by a caret e.g. ^EL07.03.03.)
- Recording attendance numbers for each presentation on the Presenter Attendance form
- Recording no shows and substitute presenter information
- Notifying MRS Staff of any audio visual problems as well as any special symposium needs

If the Symposium Assistant does not show, an MRS staff person will provide you with your blue Presenter Attendance form. **Please record your attendance numbers, and return forms to the Symposium Assistant Desk located at the Seattle Convention Center – Summit, Level 3, Pine Lobby.*

Before the Session:

Make any general announcements including any program changes. Also, remind attendees that video and/or photos are not permitted and to please silence their phones.

Introduce the Presenter to the Audience:

Name and affiliation is listed on the Session Sheet. Also, as a courtesy to attendees and other presenters, interrupt the presenter if he/she is not finished at the end of their presentation time. It is important to maintain published program times in order to facilitate attendee scheduling.

Presenter No Show:

If you have a “presenter no show”, **do not rearrange the schedule of presentations**. Use the open time slot for discussion or review. It is important to maintain published program times in order to facilitate attendee scheduling. Also, staying on time ensures the availability of meeting rooms for important noontime and evening functions.

Substitute Presenters:

It's important for MRS to know if someone other than the presenting author delivers the talk. The Symposium Assistant has been asked to make note of all such changes. Please help your assistant by clearly identifying all authors who are substituting for the presenter noted on the session sheet.

Meeting Room:

If the meeting room is consistently overcrowded, please ask the Symposium Assistant to report this to the Symposium Assistant Check-In desk. **Remember:** It's normal for all symposia to experience standing-room crowds at times; MRS will intervene if such overcrowding persists throughout the day.

Following the session:

Please initial Symposium Assistant's timesheet. They will need your initials in order to be paid.

For your reference, the MRS recording and photo policy is below:

- **Recording of Presentations is Strictly Prohibited:** No individual or entity—including a presenting author—may electronically record or broadcast any portion of the MRS Meeting without prior written consent of MRS. **Unauthorized recording (audio, video, still photography, etc.) of presentations during sessions, posters, workshops, tutorials, etc., without the express written consent of MRS and individual authors is strictly prohibited.**
- MRS reserves the rights to any approved audio and video production of presentations at all MRS events. Press representatives must receive a Press Pass and photo/recording permission from MRS. Those who do not comply with the MRS recording policy may be asked to leave the premises.
- **Photo Policy:** Attendees or exhibitors are encouraged to network and enjoy the meeting experience. As such, capturing memories of casual meeting activities and networking is permitted with the permission of those being prominently photographed. **Photographing formal meeting presentations, posters or displays is forbidden without permission of MRS and the presenter.** Those who do not comply with the MRS photo policy may be asked to leave the premises.
- **Videos and Photos for MRS Use:** MRS Meeting attendance implies your consent to be photographed, filmed and/or recorded for use on the MRS website or news publications. **Please note that no presentations will be recorded without prior consent of MRS and the authors.**

THANK YOU FOR VOLUNTEERING!