

# Instructions for Session Chairs

## Arrival

- Arrive at the Session Room 15 minutes before session.

## Introduce yourself to the Session Volunteer (if there is one)

- Let them know if you wish them to operate any of the A/V equipment and give them anything that you need handed out before the session.
- This is the first session for many volunteers, so any assistance that you can give them will benefit both the volunteer and the session.

## Check the A/V equipment and microphones

- Make sure that you know how to operate the equipment that is being used, and make sure that everything is in working order (in case there is no Session Volunteer).
- If you do not know how the equipment works, ask the Conference Staff or Session Volunteer to contact the A/V Coordinator to show you.

## Room Lights

- Make sure you know where the light switches are.
- You may ask the Session Volunteer to dim or brighten a room during presentations.

## Seating

- As the room starts to fill up, try to direct attendees to empty seats.

## Introductions

- Introduce yourself and other chairs.
- Introduce the Session Volunteers.
- Introduce the Speakers in turn.

## Session Attendance

- Take a head count during each paper presentation.
- Attendance should be double-checked by a Session Volunteer.

## Wrap-up

- Thank speakers and attendees.
- Thank Session Volunteer.

## Be Courteous and Professional

- Session Volunteers are usually students and represent the future of the AI/GI/VI!
- We should strive to make sure that their experience as a Session Volunteer is not only an opportunity for career networking but also a

professional experience from which they gain organization and leadership skills.