Instructions for Session Chairs
Madison, July 7 - 11, 2013

The Program Committee appreciates your willingness to chair a technical session at the Health Physics Society Annual Meeting. The Session Chair has a very important role in making the meeting successful by **keeping the session on schedule**! Please follow these instructions to facilitate a successful session. These rules apply to Special Sessions as well as standing sessions. Thank you.

1. Check-in at Speaker Ready Room (**Meeting Rooms K-O, Convention Center**). During the meeting, please check in at the Speaker Ready Room **at least 30 minutes before** the start of your session (check the final program for Ready Room hours). At that time, you will receive instruction in operating the PowerPoint presentations and the timer, as well as any updates on last-minute cancellations and announcements to make at the start of the session.

2. Speakers at Session? You should go to your assigned room at least 10 minutes prior to the start of your session to verify that all speakers are present and to familiarize yourself with the on-site equipment.

3. Session Introductory Remarks. If you have been asked to make an announcement or wish to make introductory remarks about the session, make them before the first speaker's scheduled start time. Please note that announcements and introductory remarks should be kept very brief because they are not included in the schedule.

4. Cancellations. If there is a no show, cancelled presentation, or a speaker runs short of their time, **do not advance the program!** To accommodate meeting attendees who are moving from session to session **we must stay on schedule**. Use the extra time for questions for any of the previous speakers or allow a short break. You may want to consider having a few questions of your own prepared if you have a cancelled presentation or if it appears that a speaker will not show.

5. Speaker Introductions. Announce the title of the presentation and the speaker's name. You should review the program in advance to be sure you can pronounce the speakers' names. For sessions with two co-chairs, one should introduce the presentations and control the timer while the other assists the speaker with the microphone. Co-chairs may choose to switch duties at the break.

6. Microphone Set-up. Assist speakers with the placement of the lavaliere microphone **on the side of their body closest to the screen** – this facilitates the speaker speaking into the microphone when looking at the screen.

7. Speaker Logistics. Each speaker must be on the podium and ready to start **at the time listed in the program.** Please keep in mind that it will take a few minutes to get each speaker up to the podium, microphone placed, and introduced. Each podium will have a timer to help the speaker gauge his or her time. If a speaker runs long, simply standing up next to the speaker may be enough of a cue for the speaker to conclude his or her presentation. **Do not allow the speaker to run late!** If the speaker's presentation uses the 3 minutes set aside for questions, state that the speaker will be available after the session (or at the break) for questions and move to the next speaker.

8. Post Presentation Q&A. Remind all speakers and audience members to use the microphones so that all attendees can hear questions and answers.

9. Emergency Response. A student assistant will be assigned to your room. Introduce yourself to the student and know where they will be located during the session. If any problems arise send the student to the Speaker Ready Room to obtain assistance.

Mission: START EVERY PRESENTATION ON SCHEDULE