



Guidelines for Session Chairs at GPR 2002

All session chairs should make themselves known to the General Chair, Steven Koppenjan or the Co-Chair, Hua Lee at the start of the conference.

Session chairs responsibilities are:

- Session introduction
- Session closing
- Speaker introduction
- Keeping speakers to time
- Controlling question time
- Insuring speakers and questions are audible to the whole audience

All presenters have been asked to make themselves known to the session chair early in the conference, and to confirm their readiness to present in the break immediately prior to the session. Presenters should be encouraged to sit in the front row of their session to enable smooth transition.

It is planned that session chairs will receive a CD-ROM copy of the conference proceedings prior to the conference to allow them to familiarize themselves with the papers in their session. Session chairs may wish to email the presenting authors at this stage to obtain some brief biographical information suitable for an introduction (i.e., education, university or company, current interest).

Session chairs should acquaint themselves with the various presentation equipment available and be ready to assist the presenters in the use of the lapel microphone and laser pointer. Session chairs must be prepared if necessary to interrupt a speaker to insure the audience can hear a presentation. Support in the operation of audio-visual equipment and lights will be provided by AV facilitators. In the event of a major equipment failure the AV facilitator will immediately obtain a replacement from the speaker's preparation room. A second microphone is available to enable questions to be heard by the whole audience. The AV facilitator will pass the microphone to the questioner as quickly as possible.

No-shows: In the event of an absent speaker the session chair should fill-in or convene a short break rather than skip to the next spot. This is to insure that delegates moving from a parallel session do not miss a talk that they were planning on attending. A suggestion for filling a spot is to invite further questions from the earlier speakers. No-shows should be reported to the General Chair.

Please contact the GPR 2002 Chair, Steve Koppenjan, for any questions on Session Chairs.