

# 35<sup>th</sup> AIAA/ASME Oklahoma Symposium

Saturday, April 18, 2015

Oklahoma State University, Stillwater

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## *SESSION CHAIR GUIDELINES*

1. Organize Session
  - Meet speakers and Session Assistant before Session begins, arrange audio-visual assistance, and explain timing and signals. Learn whom you will be introducing as the presenter of each talk.
2. Timing of Presentations
  - Stay on Schedule to Allow Session-Hopping
    - 12 Minute Presentations
    - 2 Minutes for Questions
    - 1 Minute for Transition
  - Inform and Control Speaker
    - Briefly introduce speaker and tell when to start
    - Visually signal at 10 minutes that 2 minutes remain
    - Stand up at 12 minutes - let speaker run into question period to finish, but not beyond.
    - Politely, but firmly, end presentations at 14 minutes – questions at 15 minutes
    - Thank speaker and lead applause
    - Have next speaker ready to start
3. Questions
  - You or the speaker can call on questioners, but **you** end questions at 15 minute mark.
  - If speaker finishes early, or questions end early, ask your own questions. Think of some good ones during the presentation. Otherwise break until the next presentation is scheduled to begin. Do not start early.
4. Missing Presenters
  - If speaker does not appear, call a break until the next scheduled presentation to maintain the schedule. We want the audience to be able to come to your Session from another Session to hear speakers at the scheduled times. You can lead a discussion.
5. Materials
  - Each room should have a computer projector with connecting cable, a computer with USB port, and a pointer. Have presenters load presentations on computer or test connections to their computer before session starts. If equipment malfunctions, have Student Assistant go for help.