

2020 GEORGIA TECH PROTECTIVE RELAYING CONFERENCE SESSION CHAIRPERSON AND CO-CHAIRPERSON DUTIES

IMPORTANT DATES

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| Feb 20, 2020 | <u>Author form (includes 100-word paper summary)</u>
uploaded to author's website. |
| March 12, 2020 | <u>Preliminary paper</u> and <u>slides</u> to session chair either via email or uploaded to author's website. If using the author's website, email the session chair to inform the session chair that the documents have been provided (check agenda for the session chair if he/she has not yet contacted you). Please see the end of this document for a list of committee members and email addresses. |
| April 3, 2020 | <u>Final paper</u> in pdf format uploaded to author's website. |
| April 15, 2020 | <u>Final presentation (Power Point presentation)</u> uploaded to author's website in PDF and Power Point formats (note Power Point versions will be only used for display at the conference and will not be included in conference proceedings. Only the PDF version of the presentation will be included in the conference proceedings). |
| April 29-May 1, 2020 | <u>Conference dates</u>
Bring a copy of your presentation to conference on memory stick. |

SESSION CHAIRPERSON DUTIES:

I. INTERACTION WITH AUTHORS

- Prompt authors for a preliminary copy of paper eight weeks prior to presentation.
- Read paper prior to session and provide feedback to authors. Make sure author's guidelines are followed relative to paper content and format. Inform author to include biographical sketch in Author Form and submit to author's website. If provided early, make sure slides are readable and not too busy.
- Make sure authors upload all required documents to author's website. Make sure Author Form is also submitted, which includes a 100 word summary of the paper.
- Review presenter's slides to make sure layout is followed and no commercialization. There should be less than 25 slides. The slides should make use of large fonts for visibility, and high contrast for readability. Power Point presentations in PDF will be included in the conference proceedings. Make sure there are no logos or company names used anywhere in the paper or presentation.

- Presenter's biographical sketch should be included in the Author Form
- Prepare two or three questions to prompt discussion of paper from the audience (see section II.C below)
- Obtain author latest PowerPoint file prior to session and place on USB drive to put on conference computer (if necessary).
- Any questions you may have concerning the papers or other aspects of the conference may be addressed to Ms. Janine Lyn at 404-894-2964 (Janine.lyn@ece.gatech.edu)

II. SESSION MANAGEMENT

A. Introductions (Keep brief)

1. Change 9V battery on microphone before session starts.
2. Inform audience to silence cell phones.
3. Encourage those standing in the back of the room to come forward to empty seats and keep aisles clear.
4. Make sure that lapel mic is up high enough on speaker so audience can hear. Check/control volume of speaker.
5. Introduce paper subject and title.
6. Give brief biographical information on presenter of paper only - name, company, title and location (city, state). Do not give detailed biographical information.
7. On dual sessions, request that the author use mouse to point to the presentation for both display

B. Time Management

1. Keep presentations on schedule.
2. Each paper presentation slot is 35 minutes and this includes 5-10 minutes for questions.
3. After the morning break on the first day, dual sessions will be running. It is very important that each presentation start and end at the scheduled time in the program.
4. The starting time of each paper must be synchronized between the dual sessions. If a paper presentation ends early, do not start the next presentation until the scheduled time in the conference program.
5. There is a 5 minute buffer between the end of the paper and start of the next paper during concurrent sessions, to allow attendees travel time between sessions.
6. Signal presenter 5-10 minutes before allotted 35 minutes has elapsed.
7. If needed, adjust the length of scheduled breaks to keep presentation start times on schedule.
8. Do not allow the presenter to run over. Start the next presentation on-time to stay synchronized with the other concurrent session.
9. Solicit the help of back-up chair or another planning committee member to inform you of any problems, etc. occurring in other concurrent session and to usher late audience to available seats.

C. Discussion Questions

1. Limit time to 5-10 minutes.
2. Prepare two or three questions of paper. Ask these questions as necessary to prompt discussion.
3. Direct questioners to microphones provided.

D. Award Presentation

Present awards to all authors on behalf of the Georgia Tech Continuing Education Department

E. Announcements

1. Morning Session Announcements

- a. Location of rest rooms
- b. Location of break area
- c. Conference proceedings will be available via a link and will be available to all registered attendees and will include papers and presentations in PDF format.
- d. Please fill-out the evaluation forms (even if you leave the conference early). The conference planning committee does review them.
- e. Inform committee attendees that those who wish to receive CEU credits need to fill out the request form.
- f. Announce date for next year's conference.

2. Session Prior to Lunch on Wednesday

- a. Afternoon session will reconvene at 1:15pm.

3. Session Prior to Luncheon on Thursday

- a. Location of luncheon.
- b. Afternoon session will reconvene at 1:30pm.

4. Afternoon Sessions

- a. Remind audience to visit vendor hospitality rooms at Georgia Tech Hotel.
- b. Remind audience to please fill-out the evaluation forms (even if you leave the conference early). The conference planning committee does review them.
- c. Conference proceedings will be available via a link and will be available to all registered attendees and will include papers and presentations in PDF format.

5. Morning of Last Session

- a. Announce call for papers and cutoff date for submitting papers for next year's conference.
- b. Remind audience to please fill-out the evaluation forms (even if you leave the conference early). The conference planning committee does review them.
- c. Announce date for next year's conference.

CO-CHAIRPERSON DUTIES:

- The co-chairperson acts as a backup and helper to the chairperson.
- Manage the second microphone during the question sessions.
- During the presentation, monitor the speaker's volume and have it adjusted if necessary. Make sure the presentation can be heard at the back of the room.
- Usher late audience to available seats. Encourage those standing in the back of the room to come forward to empty seats and ensure chairs are aligned and aisles are clear.