GUIDELINES FOR ORAL SESSION CO-CHAIRS

Thank you for volunteering as a Session Co-Chair for the Waste Management Symposia (WMS). Your management and moderation of the Session is critical to the success of the conference. Documents in your session folders requiring completion should be completed and given to your session Student Assistant or directly to the Presenter's/Co-Chairs Check-in Room 224B at the end of the day. We are adding all PowerPoints to the proceedings at the end of each day, so we need your forms to verify that it was presented and acceptable.

FOLDER CONTENTS:
- Guidelines for Oral Session Co-Chairs
- Evaluation form (57) to be completed and returned to 224B by end of session day.
- Each Presenter's Biography (Session Co-Chairs should confirm receipt).

If you picked up the session folder prior to the Presenter's Breakfast, please bring this folder & forms to the Presenter's Breakfast for your session. The Presenter's breakfast is held on the third floor of the Phoenix Convention Center at 0700 on the day of your Session. A separate table (with session number) will be designated for each session. Your attendance is essential and necessary because Speakers will be looking for your guidance and instructions.

Each Session Co-Chair should also grade each of the presentations as *Acceptable, Excellent, Superior or Unacceptable.* The rating or average grade provided by the Session Co-Chairs will be provided to the Track Co-Chairs and Session Lead Organizers. Session Co-Chairs can also participate in the Best Presentation evaluations by suggesting the best oral presentation in their session.

A Session Co-Chair Check List detailing your responsibilities during the different stages of the conference is included for your convenience. If you have any questions, please see Gary Benda, Program Advisory Committee (PAC) Chair at the Presenter's Breakfast.

ORAL SESSION CO-CHAIR CHECKLIST

DURING THE PRESENTERS BREAKFAST:
☐ Verify individual responsibilities of each Session Co-Chair (i.e. Podium time, introductions, etc..).
☐ Verify that all presentations have been loaded and have been played back by the Presenter.
☐ Verify that all late Final Papers have been submitted before allowing Presentation. Notify the PAC Chair if a Final Paper has not been turned in.
☐ Verify a biography for each Speaker or obtain one if not provided in the session folder.
☐ Determine a common format for announcing all Speakers' biographies and introductions.
☐ Thank the authors and presenters on behalf of WMS.
☐ Confirm the correct pronunciation of each speaker's/author's name and affiliation.
☐ Verify each speaker has a Technical badge, if not notify the PAC Chair.
☐ Locate missing papers, confirm presentation sequence, and promptly inform a WMS representative of any agenda change or any cancelled presentations.
☐ Determine any special assistance needed for Speaker's questions, translations, etc.
☐ Confirm listed presentation times with each Speaker and your use of clock/time notification cards.
☐ **Keep the Session on time and do not reorder the presentations differently than listed in the Program.**
- Each oral presentation should be 25 minutes in total time, so you may need to fill up any voids.
- The start time of each presentation is in the Final Program, and attendees may arrive for that paper.
- Use the time cards provided (and standup behind your chair if they significantly exceed their time).
☐ Remind Speakers to repeat audience questions during the question and answer (Q&A) period.
☐ If applicable, recommend to Speakers the option to remove their facemask before speaking.
☐ Review errata sheets, record and ask about any relevant new meeting announcements or changes.

BEFORE THE SESSION STARTS:
- ☐ Confirm the electronic Board outside reflects the Final Program order and cancelled presentations.
- ☐ If a paper is cancelled, it should be indicated on the outside entrance.
- ☐ Meet with the session Paper Reviewer, Lead Organizer and Student Assistant (if possible).
- ☐ Confirm operation of lights – dim to bright. Use full lights for introductions & during Q/A.
- ☐ Make sure drinking water and cups are available for Speakers, Panelists, and Session Co-Chairs.
- ☐ Confirm a laser pointer is available and all speakers are instructed on its operation.
- ☐ Coach the speaker on the appropriate use of the pointer. It should be pulsed to make a point, not waved.
- ☐ Verify room is clean and presentable. Align moved chairs if necessary.
- ☐ Make sure audiovisual, microphones and computer equipment are functioning properly.
- ☐ Instruct presenters on the proper use of the lapel or podium microphone.
- ☐ Confirm the sound system is not too loud to interfere with adjoining room but can be heard in the back.
- ☐ Adjust room temperature as needed for comfort level.
- ☐ Verify the Speaker can see the screen from the podium and that seated Co-chairs can also see it.
- ☐ Verify with Student Assistant that the Speaker notification color-coded time cards are available.

DURING THE SESSION:
- ☐ Introduce yourself, and your Co-Chair.
- ☐ Introduce the session with a brief session description.
- ☐ Inform audience of question and answer (Q/A) period, the time slot, and time allotted for Q/A.
- ☐ Announce changes to session and any administrative duties before beginning the presentations.
- ☐ Instruct the audience to place all cell phones and pagers on silent mode.
- ☐ If applicable, ask and verify that no missing presenters for your session are in the audience.
- ☐ Assist the speaker in placing lapel microphone correctly or adjust the podium microphone for the speaker's height. Adjust the microphone, if necessary, during the meeting.
- ☐ Control presentation time schedule by use of time clock or Speaker notification time cards.
- ☐ Keep the session on schedule and do not reorder the presentations differently than the Final Program. Each presentation should be approximately 25 minutes in total time;
  - 20 minutes for the presentation, 5 minutes for introductions, questions and answers.
  - A detailed time schedule is printed in the Final Program.

  Do not allocate more time to other speakers if a presentation is cancelled. Use the time gap if you have a cancelled speaker since attendees will be using the listed times in the Final Program.
- ☐ Stimulate the audience's questions by asking each presenter one question as the Co-Chair, if needed.
  - Ensure Q & As are repeated loudly and clarified for the audience, if needed.
  - Ask attendees involved in Q&A extended dialogue to meet after the conclusion of the session.
- ☐ Grade each presentation using appropriate forms #57 and determine Outstanding Presentations.
- ☐ Notify attendees of presentation handouts and related sessions at WMS on this session topic.
- ☐ Encourage each attendee to visit the poster sessions and the exhibits.
- ☐ Stop before the scheduled end-time listed, especially if a second half-session follows in the same room
- ☐ In closing, recognize any Student Assistant and thank the Speakers and the attendees.

AFTER THE SESSION
- ☐ Place any extra presentation handouts in designated room or lobby tables.
- ☐ Notify WMS staff of any room problems and/or immediate corrective actions needed.
- ☐ **Turn in at least one Session Co-Chair Report and evaluation forms (57) to the Presenter/Co-Chair Information Desk in Room 224B or to the Student Assistant.**