GUIDELINES FOR PANEL 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 returned to WMS Staff in the Presenter’s/Co-Chairs Check-in Room 224B after your Session ends. We will be using this data to verify what PowerPoints were presented so we can add them to the on-line program that evening.

FOLDER CONTENTS:
- Guidelines for Panel Session Co-Chairs – (2) Form WM56’s (Return the last page (pages 3) and if a Panel/Paper Session, also return pages 4 and 5 from each Session Co-Chair).
- Each Presenter’s Biography (Session Co-Chairs should confirm receipt).

If you picked the folder prior to the Presenter’s Breakfast, please bring this folder and 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 the day of your Session. A separate table will be designated (by session number) for your session. Missing or additional forms are available from staff. Your attendance is essential because the Presenters will require your guidance and instruction.

All approved PowerPoint Panel presentations from panel sessions will be included in the Post-Conference Proceedings. We are asking for your assistance in approving the presentations, as we want to avoid publishing poor presentations or commercial sales pitches.

Since some Panels have elected to also have papers, some Panel Sessions will use the ratings on the end of this form. If you have papers in your Session, please perform the rating and judging for the Best Presentation/Paper Award.

A Panel Session Co-Chair Check List detailing your responsibilities during the Conference is included for your convenience. If you have any questions, please see Gary Benda, Program Advisory Committee (PAC) Chair at the Presenters’ Breakfast.

PANEL SESSION CO-CHAIR CHECKLIST

DURING THE PRESENTERS’ BREAKFAST:
- Verify individual responsibilities of each Session Co-Chair (i.e. Podium time, introductions, etc...).
- Thank the Authors and Presenters on behalf of WMS.
- Verify that all presentations have been loaded and reviewed by the respective Panelist.
- Verify receipt of a biography for each Panelist or obtain one if not provided.
- Determine a standard format for announcing Presenter’s biographies and introductions.
- Confirm the correct pronunciation of each Presenter’s/Author’s name and Affiliation.
- Verify if each Presenter has a WMS Technical badge and is registered. If not notify the PAC Chair and note on this form. However, a Technical badge is not required for panels in the Exhibit Hall.
- Confirm presentation sequence, and promptly inform a WMS Staff member of any agenda changes or cancelled presentations. Contact by phone any Panelists who were not present at the Presenters’ Breakfast or who didn’t pre-notify you of their absence.
- Determine if any Presenters require special assistance for questions, translations, etc.
- Confirm Session presentation times with each Presenter and your use of time notification cards. Your main goal is to start and end the Session on-time as stated in the Final Program.
- Recommend speakers to remove their facemask when speaking, if they feel comfortable in doing so.
- Remind Presenters to repeat audience questions during the Question and Answer (Q&A) Period.
- Review Errata Sheets, record and ask about any relevant new meeting announcements or changes.
BEFORE THE SESSION STARTS:

- Meet with the Lead Session Organizer and Student Assistant (if available).
- Confirm operation of lights – dim to bright. Use full lights for Introductions & during Q/A.
- Make sure drinking water and cups are available for Presenters, Panelists, and Session Co-Chairs.
- Confirm a laser pointer is available and all Presenters are instructed on its operation.
- Coach the Presenter on the appropriate use of the pointer. It should be pulsed to make a point, not waved.
- Verify the room is clean and presentable. Re-Align chairs if necessary.
- Make sure audiovisual, microphones and computer equipment are functioning properly.
- Confirm that Session Co-Chairs and Presenters know how to load and close PowerPoint Presentations.
- Instruct Presenters on the proper use of the lapel or podium microphone.
- Confirm the sound system is not too loud to interfere with adjoining session rooms.
- Adjust room temperature as needed for comfort.
- Verify with the Student Assistant that the time clock or Presenter color-coded time notification cards are available.

DURING THE SESSION:

- Introduce yourself, your Co-Chair, Lead Session Organizer, Additional Organizers and Panel Reporter.
- Introduce the session with a brief Session description and introduction of each Presenter.
- Announce changes to Session and any administrative duties before beginning the Presentations.
- Instruct the Audience to turn off all cell phones and pagers or place on silent mode.
- If applicable, ask and verify if missing Presenters for your session are in the audience.
- Inform audience of question and answer (Q/A) period and the time slot and time allotted.
- Assist the Presenter in placing lapel microphone correctly or adjust the podium microphone for the Presenter’s height. Adjust the microphone, during the meeting as necessary.
- Control Presentation time schedule by use of the electronic timekeeping system or time notification cards.
- Keep the Session on schedule and avoid reordering the presentations differently than the Final Program. Attendees may be monitoring the Final Program or Session Poster Boards outside the rooms to schedule moving from room to room to see selected Presentations.
- 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 extended Q&A dialogue to meet after the conclusion of the Session.
- Evaluate the applicable presentations on pages 5 and 6, if a full Paper was required.
- Notify attendees of Presentation handouts and related Sessions on this topic.
- Encourage each attendee to visit the related Paper or poster Sessions and the Exhibits.
- In closing, recognize any Student Assistant and thank the Presenter and attendees.
- End before the time listed in the Final Program; there may be another session starting after you or another event.

AFTER THE SESSION:

- Quickly disperse if in a half session since another session may be starting after yours.
- Place any extra presentation handouts in designated room or lobby tables.
- Notify WMS Staff of any room problems and/or immediate corrective actions which are needed.
- Turn in at least one of the Post Session Co-Chair Reports for Panels Sessions –page 3 of this form to the Presenter/Co-Chair Check-in desk.
POST SESSION CO-CHAIR REPORT for PANEL SESSIONS

Please answer the following questions concerning your Session to aid the WM Program Advisory Committee in planning future WM Sessions. Please Print. *Return at least one report for each Session, however both Co-Chairs’ views are sought.*

1. Session Number ______

2. Last Name of a substitute Session Co-Chair(s) if different than listed in the Final Program or in program errata:
   __________________________   __________________________

3. Session Start Time: ________      Session End Time:  ________

4. Session Attendance Including the Co-Chairs and Panelists: Start ________ Middle ________ At End: ________

5. Total PowerPoints Presented: _____  Unless noted otherwise, all PowerPoints and Papers presented will be added to the Proceedings

6. Please identify any Presenter that did NOT present as we will not publish their PowerPoint/Paper on the post Conference Proceedings and/or list any PowerPoints that were added very late and not listed in the Final Program.
   __________________________   __________________________   __________________________   __________________________

7. Is there enough interest to repeat the Session in future years? _____________  What year? __________

8. Any problems encountered during the Session? Recommended corrective action this week or for the future?
   ________________________________________________________________________________

9. Did you have any problems, incidents or other suggestions for WMS? ____________________________

   -----------------------------------------------------------------------------------------------
   Session Co-Chair - Submission

   IF ONE REPORT IS BEING SUBMITTED FOR BOTH SESSION CO-CHAIRS,
   PLEASE HAVE SECOND SESSION CO-CHAIR SIGN BELOW.

   -----------------------------------------------------------------------------------------------
   Second Session Co-Chair - Concurrence

Please return this page of the Co-Chair Report to the Presenter/Co-Chair Check-in Desk located in Room 224B or give to the Student Assistant assigned to your Session.

(We recommend as a backup that you take a phone snapshot of the completed form)