



October 2-5, 2011
Hilton Bonaventure Hotel

INSTRUCTIONS AND GUIDELINES FOR SESSION CHAIRPERSONS

First, we would like to thank you for accepting to chair one of many sessions which the Annual Conference of Metallurgist features this year. Your involvement will undoubtedly contribute to the success of the Conference. In order to facilitate your task, we have prepared some guidelines and suggestions that we invite you to read now and use later during the session you will chair.

1. AUTHORS BREAKFAST. Session Chairs are required to attend the “Authors Breakfast” on the morning of their session to:

- Meet Authors and AV Staff onsite
- Assist in collecting presentation files
- Review presenter biographies

Authors Breakfast will be serve outside of the technical rooms; breakfast starts at 7:00; we ask Session Chairs to be in their technical ROOM at least 1.0 HOUR PRIOR TO THE SESSION START TIME. Conference Staff will be in all technical rooms to assist you as needed.

2. SESSION TIMETABLE. Try to respect the session’s timetable as much as possible. Nothing is more annoying than arriving at a session in order to hear a particular presentation and to realize that it has already started or even worse, that it’s finished as the result of a last minute change in the presentation’s sequence. If you need to introduce such a last minute change we encourage you to let us know at the authors’ breakfast, so that we can make the change in the daily program posted outside each conference room.

3. TIMING OF PRESENTATIONS. A 25 minute time period is allocated to each paper; this includes the time required for the introduction of the speaker and questions from the audience, therefore you should consider 20 minutes for both the introduction and the presentation and 5 minutes at the end for questions. Hence, you should try to make your introduction (author’s **biography/CV**) as short as possible.

4. BIOGRAPHIES / CVS. Presenters have been instructed to bring a copy of their brief to their session chairs. As well, we have instructed the presenters to insert their bios on the 1st slide of their powerpoint presentation.

5. Presentation Files. ALL Presenters are required to supply their presentation file(s) in their **presenting ROOM at least 1.5 to 2.0 HOURS PRIOR TO THE SESSION START TIME.** Conference Staff will be in **ALL** technical rooms to assist you with this process. Presenter’s can bring their presentation during any of the following hours:

Time table - Hours to submit presentation files and biographies:

Mon. Oct. 3, 07:00 - 12:15 – 13:15 to 17:30	(@ All technical rooms at the Hyatt Regency Hotel; room names to be published later)
Tue., Oct. 4, 07:00 - 12:15 – 13:15 to 17:30	(@ All technical rooms at the Hyatt Regency Hotel; room names to be published later)
Wed., Oct. 5, 07:00 - 12:15 – 13:15 to 17:30	(@ All technical rooms at the Hyatt Regency Hotel; room names to be published later)

6. Audiovisual Equipment. Each conference room is equipped an overhead projector and a computer-projector system. The computer-projector systems will use Windows operating systems. The standard presentation software will be Microsoft Office Power Point. Staff will be assigned to each room to help the presenter with the audiovisual equipment. Should any of the audiovisual devices fail during the presentation, the student will know where to reach the person responsible for audiovisual equipment and find a solution to the problem. Please refer all problems to him.

7. Session Evaluation. We would appreciate you sharing the experience you gained from chairing your session with us by completing the Session Evaluation Form (which will be left in your session room at the podium). Please remit it to the AV staff in your room at the end of each session.