



September 20 – 24, 2009

Doubletree Hotel San Jose ♦ San Jose, CA

Dear Oral Session Chair,

Thank you for agreeing to participate in the 2009 ECCE Conference as a Session Chair! As a Session Chair, you share the responsibility of ensuring the quality of the presentations in your session. The responsibilities for Session Chairs are outlined below:

- **Know your Session:** Before arriving in San Jose, review the material that is made available to you via e-mail and the internet including session format details and copies of the papers in your session. Please come prepared to ask each presenter a question about his/her paper in case the audience fails to ask any.
- **Pick up your On-Site Session Chair packet** at the Registration Desk in the Poolside Foyer when you register. If you miss this opportunity, the packet will be brought to the Presenters Orientation session (see below).
- **Attend the Presenters Orientation** on the morning of your session to review the format and timing of the session with the presenters, and to alert us if there have been any last-minute changes in presenters. Speaker breakfasts are located in Bayshore Ballroom between 7:00 am – 8:00 am on the morning of your session. All speakers have been asked to meet you there for introductions and coordination. Breakfast will also be served.
- **Presentations** – Speakers have been asked to provide a PowerPoint presentation and to upload it prior to a pre-session deadline. If speakers provide their presentations by the announced deadline, their PowerPoint files will be pre-loaded into computers found in their assigned rooms. If the deadline was not met or updates need to be made, please direct speakers to the Speaker Ready Room, located in the Poolside Foyer, prior to the start of their session.
- **Begin your session on time with brief opening remarks** including the name of the session and a self-introduction.
- **Introduce each presenter** in your session. A biography for each presenter together with the paper is included in your Session Chair packet.
- **Monitor the timing** of each presentation and make sure that **each presentation starts and stops on time**. Each presenter in your session has a 25-minute time slot, allowing 5 minutes at the end of their presentation for Q&A. Please see the technical program schedule for the exact timing for your session. **It is essential that each session run on time** so that session attendees can conveniently leave and arrive in time to see specific paper presentations. We suggest that you provide 5-minute and 1-minute timing cues to assist the speakers.
- **If no presenter appears for a paper, announce a session break** during the time when the paper would have been presented, and reconvene the session at the scheduled time of the next paper. It is important that you do not shift the timing of any of the scheduled papers.
- A **Session Evaluation Form** will be provided in your packet. Please complete the requested information that includes an estimate of the number of attendees for each presentation. It is very important to identify No-Show presenters in order to prevent these papers from being included in IEEE XPlore. Submit the completed form to the Registration Desk in the Poolside Foyer immediately following the session.
- Every effort will be made to assign a **Session Assistant** to your session room. Should anything unusual arise, such as audiovisual equipment failure, please ask the Session Assistant for help.

**Speaker Ready Room** – Poolside Foyer

- Upload presentations
- AV Questions
- Submit Session Evaluation form to Registration Desk

**Presenter Orientation** – Bayshore Ballroom

- Meet presenters
- Review bios
- Discuss session schedule
- Identify any last-minute changes