Dear Poster 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 poster presentations in your session. The responsibilities for Session Chairs are outlined below:

- **Know your Session:** Before arriving in San Jose, please review the material 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 poster presenters questions about their reported work (more details below).

- **Pick up your On-Site Session Chair packet** at the Registration Desk in the Poolside Foyer when you register.

- **Poster Presentations** – Poster presenters have been provided instructions about the size, format, and location of their posters. If possible, please arrive at your poster session 15 to 30 minutes early in order to familiarize yourself with the poster locations for your session and to assist any presenters in your session with special problems or issues.

- **During the session, please make an effort to visit each poster in your session**. Please pay special attention to any posters that appear to be receiving little attention and engage these presenters in discussions with questions or comments, as noted above.

- A **Session Evaluation Form** will be provided in your packet. Please complete the requested information that includes the identification of any posters that were not presented. This is very important since No-Show posters will trigger steps to prevent the inclusion of the associated papers in IEEE XPlore. Please submit the completed form to the Registration Desk in the Poolside Foyer immediately following the session.