

Plenary Session

If you are the Plenary Chair:

Before the session

- Gather announcements from NRC HQ and Conference Chair.
- Determine appropriate timing for each segment of the session, including announcements, awards, speaker introduction, and closing.
- Prepare cards to cue the speaker when 10 minutes, 5 minutes, 1 minute, and 0 minutes are remaining in allotted time. Discuss this process with the speaker.
- Prepare very brief opening and closing remarks that, at a minimum, welcome attendees, tell them who you are, outline the session, and thank attendees for coming.
- Pour a glass of water for the main speaker.
- Help the speaker set up electronics, etc.
- Sit at the speakers' table or in the first row with the other presenters.

During the session

- Briefly welcome participants to the session, introduce self and session outline.
- Read announcements.
- Introduce award presenters.
- Introduce the person who will introduce the speaker.
- Keep time for the speaker, holding cards where they can be seen.
- Thank the speaker and attendees at the session's end.

If you are introducing the Plenary Speaker:

Before the session

- Gather the speaker's curriculum vitae, 50-word session abstract, and other available information from the Conference Chair and prepare a maximum 5-minute introduction.
- Someone will ask you for permission to record your portion of the session.
- Sit at the speakers' table or in the first row with the other presenters.

During the session

- Deliver your introduction.
- Exit the stage. Be careful to not pick up any papers from the podium that may be needed by the speaker.

If you are the Plenary Speaker:

Before the session

- Because the entire session segment is 90 minutes long, and will likely include some announcements, an award presentation or two, as well as your introduction, please prepare a talk that is roughly 60 minutes in length.
- Arrive early enough to set up and test electronics (e.g., microphone, your computer's interface with LCD projector, PowerPoint, remote, etc.).
- Discuss timing reminders with the session Plenary Chair.
- Someone will ask you for permission to record your portion of the session.
- Sit at the speakers' table or in the first row with the other presenters.

During the session

- Deliver your talk 😊

After the session

- Prepare your paper for submission to the *NRC Yearbook*.