

REQUIREMENTS AND EXPECTATIONS FOR CHAIRS AT  
**NRC ALTERNATIVE FORMAT SESSIONS**

*Before the session*

- Notify your co-presenters of the proposal's acceptance.
- Note that your total session is 90 minutes, so please determine timing for each segment and Q & A with this in mind.
- Plan use of the LCD projector. Hasten the transition between speakers by using a thumb drive to transfer all presentations to one laptop before the session.
- Arrive early enough to test electronics (e.g., computer's interface with LCD projector, PowerPoint, remote, etc.), but not so early that you interrupt the preceding session.
- 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 your remarks.

*During the session*

- Briefly welcome participants to the session and introduce self and other presenters.
- Keep time for speakers, holding timing cards where they can be seen.
- Reserve 5 to 10 minutes for Q & A.
- Moderate Q & A, nominating those who want to comment or query, and diplomatically cutting off any long-winded or inappropriate comments.
- Thank speakers and participants at the session's end.