

REQUIREMENTS AND EXPECTATIONS FOR CHAIRS/DISCUSSANTS AT
NRC SYMPOSIA

If you are a Symposium Chair:

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 computer 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.

If you are a Symposium Discussant:

Before the session

- Prepare constructive remarks about each paper and across papers in the session. Use papers forwarded to you by other presenters prior to the conference and time parameters discussed with session chair.

During the session

- Deliver your comments, leaving time for questions, as determined by the session chair.