

Guidelines for Conducting Technical Sessions at ACEC 2008

1) The programmed Time Schedule for papers must be strictly observed as to:

- a) Order of papers (**NEVER change or exchange order**)
- b) While a paper absence, **do not** move next paper in and just have a break until next paper's starting time
- c) Starting time for each paper. This might necessitate:
 - (1) Filling in time by prolongation of discussion of previous paper or earlier paper in which there was interest; or
 - (2) Termination of discussion

2) When it is necessary to terminate discussion an announcement should be made that discussion sheets are available. Specific questions stated thereon will be sent to the author for reply.

3) LCD Projectors are in all meeting rooms. Authors have been notified of this and were requested to alert the ACEC office well in advance of any special requirements.

4) Make sure participants turn off their mobile phones in meeting. Tape recordings are prohibited. Inform the audience of this at the outset of the session.

5) Photographing of slides is at the option of individual authors and you, the Technical Session Chairman. The following procedure should be adopted:

- a) When introducing the speaker, inform the audience whether his slides may be photographed.
- b) Stress that photoflash or photoflood lamps are prohibited.
- c) Inform the audience that photographs cannot be used in **ANY** publication.

6) Introduction of speakers should be limited to (within 30 seconds):

- a) Title of paper
- b) Author(s) name(s)
- c) Business affiliation(s)
- d) Name of the person presenting the paper
- e) No background and positions introduced

7) Sessions should be smooth running. Use the following Check List as a guide.

Check List for Technical Session Chairs

Arrangement of Room (ACEC Office)

- ___ Doorways unobstructed.
- ___ Sign outside of door, with Symposium title.
- ___ Items for distribution placed at rear of room.
- ___ Front row chairs reserved for speakers and Session Chairmen

Facilities and Their Operation (ACEC Office)

- ___ Lights - learn how to operate them.
- ___ Lectern mic: Test; operate for control of squeal; designate person in case of trouble.
- ___ Microphone for speakers; lavalier type is provided. Chairmen should assist in proper use of the mic.
- ___ Adjust lectern light to avoid shining in audience.

Lining up Session

- ___ Introduce yourself to speakers before session.
- ___ Learn correct pronunciation of speakers' names.
- ___ Introduction of speakers should be limited to title of paper, author(s) name(s), and business affiliation(s).
- ___ Know which co-author is making the presentation.
- ___ **Inform all speakers that the time limit is enforced –(Time allocation -Invited: 30 mins ; Oral: 20 mins, Student: 15 mins) including Q&A (2 mins)**
- ___ **Timer: Green/2 minutes left; Yellow/ 1 minutes left; Red/ MUST end in 15 seconds BEFORE Q&A (2 minutes)**
- ___ Encourage all speakers to present their paper with vigor.
- ___ Be prepared for unused time between papers with a stimulating question or a discussion of your own.
- ___ Even good speakers get nervous. Put them at ease.
- ___ During Session: take headcounts, record on Attendance Record Sheet, and submit as requested.
- ___ Tape recordings are prohibited. Inform the audience of this at the outset of the session.
- ___ Photographing of slides is at the

option of individual authors and you, the Technical Session Chairman. The following procedure should be adopted:

1. When introducing the speaker, inform the audience whether his or her slides may be photographed.
2. Stress that photoflash or photoflood lamps are prohibited.
3. Inform the audience that photographs cannot be used in ANY publication.

Conducting the Session

(For the benefit of the audience)

- ___ Keep moving on a lively, enthusiastic basis.
- ___ **Keep it on schedule.**
- ___ **If a speaker runs overtime, first hand him a note; then stand up beside him and interrupt to conclude the presentation.**
- ___ **Never start a paper before the scheduled time.**
- ___ Keep the audience alert and interested.
- ___ Relax restless audience with a 30 second stretch, if no intermission is scheduled.
- ___ Be sure the speaker can be heard.
- ___ Ask speaker to summarize the information if lettering on slides is small.
- ___ Require the speaker to repeat questions during discussion period.
- ___ Have planned questions ready.
- ___ Keep commercials to a minimum.
- ___ Encourage audience to wear registration badges.

Keep Distractions to a Minimum

(For the benefit of the speaker)

- ___ Speaker completely alone on the podium.
- ___ Encourage silence in the audience during presentations.
- ___ Encourage audience to be seated during presentations.
- ___ Keep doors closed to eliminate outside noises

After the Meeting

- ___ You might consider it appropriate to write to each speaker thanking him/her for participating on behalf of yourself and ACEC