



<https://etop.creol.ucf.edu>

## Directions for Session Chairs

### Structure:

- Each speaker will have 12 minutes for talk, plus 3 minutes for questions.
- Invited speakers will have 25 minutes for talk, plus 5 minutes for questions.
- Start each talk on time. Do not start early. Wait until the assigned time, since others may come from different rooms to hear the talk.

### Before:

- Pick up session materials at the desk near registration.
- Review materials.
- Locate the presentation folder on the computer. It is located on the Desktop (Windows Computer)
  - Navigate to ETOP 2023 Folder
  - Find the Room Folder
  - Find the Date and Time Folder
  - Open files for your session.

### During:

- **Introduce the speaker(s) and title only.**
- **Monitor time carefully**
- Use the color-coded cards to indicate 3-minute, 1-minute, and end (0-minutes) countdown times.
- If person continues, it is suggested to stand and begin to move to front of room, which usually works to help end the session. If person has continued past the 12/25 minute mark, it may result in no time for questions.
- When presenter is completed, stand at front and ask for audience members to pose questions. You will call on audience members if there are multiple questions.
- **If there are no questions, have a couple of your own to ask.**
- Introduce next paper on time.
- If you find a presenter has failed to attend:
  - Report it on the Session Report.
  - DO NOT move to the next paper. Attendees plan for the talks they want to hear based on the published schedule; Choose one of these options:
    - Open the floor to an extended Q&A session for speakers who have already presented.
    - Have one or two hot topics ready for discussion.
    - Open the floor for discussion on any topic of interest to the audience.
- Start the next talk at its published, scheduled time.

### After:

- **Ensure color coded cards and session report are in envelope.**
- Return the materials to the session desk, located near the registration table.
- **Do this immediately after your session ends.**