



2016 SFS Meeting - INSTRUCTIONS FOR SESSION CHAIRS

Session Chair Information

Please arrive 30 minutes early to familiarize yourself with the meeting room and AV equipment. The presentation files for each session will be pre-loaded on the laptop in the room in a folder by date and time. Once the presentation is launched, the presenter will control the program from the podium using a handheld slide advancer/laser pointer (provided). Alternately, the presenter may use the computer mouse or the up/down/right/left keys on a keyboard for navigation. The session chair will serve as a timer and indicate reminder times. **We must keep on time!** Do not allow speakers or Q&A sessions to run over time. Start sessions on time; do not delay while people return from breaks. If a presenter ends early or a talk is cancelled, wait until the scheduled start of the next presentation before continuing.

Talks are 12 minutes long with 2 minutes for questions and a 1-minute period for changing presentations (except for some special session talks scheduled for 30 minutes). Please briefly introduce the speaker, their affiliation, and the title of their talk - no biographical elaboration is necessary.

To keep talks on schedule, the session chair will use a timer (provided) to keep track of session times. We will use the following timing conventions;

	15 min presentations	30 min presentations
Yellow Card indicating that there are 2 min left	10 min past the start of the talk	25 min past the start of the talk
Green Card indicating that it is time for questions	12 min past the start of the talk	27 min past the start of the talk
Red Card indicating that the talk and questions are over	14 min past the start of the talk	29 min past the start of the talk

For AV assistance please call or text Mike Logan at 435-363-5914

For Speaker Management assistance call or text Tyler J. Smith at 801-651-1804

For Volunteer Management assistance call or text Shanna Gibbons at 435-770-2151

For overall Conference Management assistance call or text Joy Brisighella at 435-757-5940