



## 2017 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 Michael Burton at 435-535-6256

For Speaker Management assistance call or text Mikaela Imbriani at 208-631-5636

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

For overall Conference Management assistance call or text Angie Griffeth at 435-512-7908