

## INFORMATION FOR SESSION CHAIRS

Dear Session Chairs,

I would like to welcome you to the POMS 2013 conference and to congratulate you for being a session chair. We shall work together for the success of the conference. To minimize surprises during the conference, please use the following guidelines.

As a session chair, your duties include starting the session by welcoming the audience, introducing the speakers, managing the durations of presentations and Q&A (question and answer) periods, and closing the session preferably with some summarizing remarks. Please beware of the following.

**Set up.** Presentation rooms will have LCD projectors. But they will NOT have computers. Speakers are responsible for bringing their own laptops. To save time during your session, you can externalize the set-up between talks by putting presentation files on a single laptop before the session. Please arrive early enough at the presentation room to meet the speakers, to check projector connections, and to facilitate laptop-sharing. You are encouraged to email the speakers in your session in advance and coordinate laptop sharing issues among the speakers.

**Timing.** Each session is 90 minutes long and hosts 4 or 5 speakers. Please divide the time equally among the speakers and follow the order of talks in the program. Some speakers may arrive late after the start of your session. Consider this possibility while allocating time to your speakers. For example, if your session has 4 speakers and you meet only 3 before the session, do not automatically give 30 minutes to each speaker at the start of the session. Otherwise, you will have a difficulty when the fourth speaker arrives; say late by 10 minutes into the session. If the fourth speaker does not arrive in the first 30 minutes or so, you can allocate the remaining time equally to the remaining speakers. Generally speakers have plenty of topics to cover so they appreciate this extra time. Please avoid any idle time during the session; if a speaker is not available, skip to the next speaker in the program. I realize that I am asking you to do dynamic scheduling. But it is more likely that all speakers will show up on time and you will not need any of these tricky strategies.

**Questions.** I suggest that short clarification questions are asked during a presentation while the longer discussion questions are postponed to the ensuing Q&A. Otherwise, the presentation may lose momentum and delays can occur. If you feel the need, please step in and request the audience to ask questions after the presentation or the session; your speakers will appreciate this.

**Attendance Sheet.** After the session, please do not forget to fill up the attendance sheet. This provides valuable feedback for planning future conferences.

What I have outlined above is based on my observations and suggestions, and they do not cover everything that you may come across during your session. Please use your common sense. I have full confidence in you and am grateful for your help.

If you need help with audio-video equipment please contact the registration. Also, please feel free to contact Vikram Tiwari, POMS 2013 Scheduling Chair, at his cell phone number **224-217-2093**.

I am looking forward to seeing you, and wishing you a productive and entertaining conference.

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