Information for Session Chairs

There will be a chair/moderator & volunteers training session on Monday, July 13, 7:50am-8:10am in the Student Activity Center

Session Rooms and Equipment

- Each room has a laptop connected to an LCD video projector and one or two projection screens.
- The laptops have PowerPoint (Microsoft Office, 2010) and Adobe Acrobat installed – see “Presenter Information” on website for list of all software: https://www.psychometricssociety.org/content/information-speakers
- Wireless microphones and laser pens (wireless slide advancers and laser-pointers) will also be provided for speakers.
- Speakers can copy their talks to the laptop provided (via USB stick). If necessary, they can also connect their own laptops to the LCD projector.
- There will be at least one volunteer in each room (wearing an orange baseball cap) who can get help for you if needed.
- Each room has cards and marker pens that you can use to alert speakers when they are running out of time.

Things to Bring to Your Session

- Bring the speaker names and titles of their talks – see program book (online version is most up-to-date).
- Prepare a list of the planned end-times of each talk (18 minute intervals for 5 speakers, 20 minute intervals for fewer than 5 speakers).
- Bring a watch or phone or similar for timing the talks.

Withdrawals/No Shows

If speakers notified the organizers in advance that they cannot give their talk, this will be reflected in the online versions of the program. For last-minute withdrawals, you will receive an email to let you know. It is also possible that a speaker will simply not come to the session: “no shows.”

- All sessions originally had 5 speakers, allowing 18 minutes per speaker, including 2 minutes for questions. Due to withdrawals and no-shows, you may have fewer than 5 speakers. If this happens, please increase the time per speaker to 20 minutes (with 2 minutes per question) and let speakers give their talks consecutively without any gaps. If you have 4 speakers or fewer, the audience will be happy to leave 10 or more minutes before the session ends.
Tasks for Program Chairs During the Session

1. Appear in the room at least 5 minutes before the session starts.
2. Test the equipment and ask a volunteer to call a technician if there are any technical issues.
3. Talk to the presenters
   - Help them copy their files to the laptop and show them how to use the equipment.
   - Take a note of each presenter you have seen and determine if there are any no-shows.
   - Ask presenters how to pronounce their names.
   - Let presenters know how you will help them keep the time (show them the cards that you will use).
4. When the session starts, briefly announce the plan for the session (For example: “Welcome to the session on x. Presenter x is not here. Therefore there are x talks and we will allow x minutes per talk and 2 minutes for questions”).
5. Briefly announce each speaker and help them get started if necessary.
6. Signal to the speaker when they are getting close to the end of their allotted time. It is suggested to show cards for 3 minutes, 1 minute and 0 minutes remaining for the talk itself and -1 minute, -2 minutes when the presenter exceeds the time for the talk and is using up the last 2 minutes reserved for questions.
7. If the speaker continues beyond the total time (18 minutes if there are 5 talks or 20 minutes if there are 4 or fewer talks), go to the front and kindly encourage them to finish. If the total time limit is exceeded, there will be no time for questions. If that is the case, encourage people to talk with the speaker following the session and move on to the next speaker.
8. If there is time for questions:
   - Invite the audience to ask questions and select next person to ask a question.
   - If there is silence, consider asking a question yourself.
   - Let the audience know when there is only time for one more question.