

ON-SITE INSTRUCTIONS

FOR SPIE SESSION CHAIRS

Room Signs

- Check the room sign located near the room entrance for the latest updates to the program.
- DO NOT make changes to the room sign. If an update needs to be made to the room sign, notify SPIE staff or the Conference Assistant, and they will find the authorized staff person to update the room sign.

As the Session Chair, you are responsible for the course of events in your meeting room:

- In the attendee's mind, you are an extension of SPIE and should be knowledgeable of basics relating to this meeting. If you are unfamiliar about the timing or location of an event, please ask an SPIE staff person.
- **President's Table:** Session Chairs should sit at the president's table which allows direct eye contact with the speakers, and some work space.
- **Seating:** If the room is getting full with people standing in the back, at the break or between presentations, please point out any available seats and ask people to be seated.
- **Security:** Unattended items (briefcases, backpacks, book bags, etc.) should not be left in the meeting rooms and are subject to removal.

Chairing the Session

- Introduce the session topic
- Introduce the speakers (you should have received an email with any author biographies submitted to SPIE)
- **Adhere to the schedule** printed in the Final Technical Program relating to the order of speakers and start and end times for each talk, each session, and each day for your conference.
 - **Coffee Breaks** occur at approximately 10:00 and 3:00 (Please check the individual technical conference listings in the final program for exact times)
- Orange **Session Report: Official Record** Forms
 - The Conference Chair will provide you with an orange Session Report: Official Record Form.
 - Note any changes to the printed schedule on the Session Report Form (cancellations, no-shows, new papers, etc.) If there are no changes, please select the 'NO CHANGES' box on the form.
 - Return Session Report Forms to SPIE via the Conference Programs Coordinators at the Registration Chair Desk, the Conference Assistant, or the Speaker Check-in.
- Be prepared for the unexpected! **If you find a presenter has failed to attend:**
 - **DO NOT move to the next paper.** Attendees plan the talks they want to hear based on the published schedule. Choose one of these options:
 - Fill in the *hole* with a standby paper (if there are no official standby authors for your session, make arrangements in advance to have 1-2 *no strings* [no manuscript] presenters on hand).
 - Open the floor to an extended Q&A session for speakers who have already presented.
 - Have one or two controversial topics ready for discussion.
 - Bring a topic on your laptop for presentation and/or discussion.
 - Open the floor for discussion on any topic of interest to the audience.
 - **Start the next talk at its published, scheduled time.**

Conference Assistants

- A "Conference Assistant" will be stationed just outside and near your conference room to help you with anything you need, or any questions you might have.
- They are also there to:
 - Monitor projection equipment, sound levels, and house lights. Please contact them if a problem arises.
 - Confirm you have the Orange "Session Report: Official Record" Forms (the Conference Chair should have customized forms for you), but extra generic forms are available upon request.
 - Provide a timer and laser pointer, for which you will be responsible.
 - Pick up the timer and laser pointer after the session.

AV Equipment in Room

1. **Screen**
2. **LCD Projector:** Set with an aspect ratio of 16:9 and a resolution of 1920x1080.
3. **PC-based Computer workstation with CD-R Drive and USB Connection:** Running Microsoft Windows 7, PowerPoint 2010 (Microsoft Office 2010), PDF Reader (Adobe Acrobat). Macintosh created PowerPoint Files should be checked at the Speaker Check-in for font, graphics, and video capability.
NOTE: Meeting room laptop runs in extended mode to allow for Presenter View with PowerPoint. If presentation is a PDF, it will have to be moved to the display screen.
4. **For authors presenting with their own Laptop, iPad, or Smartphone device, SPIE provides:**
 - a. VGA or HDMI Cable (authors need to bring any necessary adapters).
 - b. 1/8" mini jack headphone-style audio cable for broadcasting device's sound.
 - c. Digital Switcher to switch between Meeting Room Computer and device: wait until device is connected before switching.
5. **Lapel Microphone:**
 - a. Attach lapel microphone to the presenter's tie or front of their shirt 6" from their chin.
 - b. Presenter should repeat audience question before answering, as questions cannot always be heard throughout the room.
 - c. Please have speaker wear microphone to ensure audience comprehension.
6. **Timer:**
 - a. Please refer to the final program for speaker start and finish times.
 - b. Advise speakers about the timing sequence and the time you have allotted for their speeches.
 - c. There is a countdown clock for tracking the speaker's length of presentation.
 - d. Presenters should wrap up within 1-2 minutes of their allotted time for Q&A.

Uploading Presentations to the Conference Room Workstation

Authors must arrive before the conference begins in the morning, at a coffee break, or at lunch break prior to their scheduled presentation to upload their presentation to the workstation in the meeting room. Presentations will be deleted at the end of each day for security purposes.

- Authors should check their presentations at the Speaker Check-in to ensure display compatibility.
- To quickly identify presentations on the meeting room computer and to prevent confusion onsite, authors will name their presentation with the SPIE assigned paper number (such as 6480-12) followed by their first name & last name.
 - Example: **6480-12mikepeterson**
 - Do NOT use upper case, spaces, slashes, and other special characters when naming files.
- To facilitate organization of presentations on the meeting room workstation you will see two folders:
 - (AM) Morning (for presentations before lunch break)
 - (PM) Afternoon (for presentations after lunch break)

Speaker Check-in

If you should require assistance, you can always inquire at the Speaker Check-in located at a convenient location central to the meeting rooms (see final program for exact location). Please remind all authors to check their presentations at the Speaker Check-in for compatibility, prior to their presentation.

Emergencies

- In case of an emergency such as **fire** or **natural disaster**, an alarm will sound followed by audible instructions telling you how to proceed—follow these instructions implicitly.
 - In some cases, it may mean that you should remain in the meeting room until further notice.
 - In other cases, you will be asked to evacuate the facility and should proceed to the nearest exit, or as directed by the facility staff.
 - If your attendees are in immediate danger from visible fire or smoke, or other danger, evacuate the room immediately and report the situation to facility security for appropriate response.
- In case of a **medical emergency**, send someone immediately to a house phone to call Security, and alert your conference assistant so they may inform the appropriate SPIE staff.

Personal Belongings

- Personal belonging such as briefcases, backpacks, coats, book bags, etc. should not be left in meeting rooms. For security reasons, do not leave items unattended.
- For Lost & Found items please check with the SPIE Cashier in the registration area.