



WUSS 2019 Session Coordinator Guidelines

Important Help Information:

A/V Helpline: Jake Brand, (618) 977-6075

Session Coordinator *check off list*

Before your session...

- Arrive 15 minutes before the start of your session.
- Check-in with Section Chair(s) and inquire about any special instructions.
- Determine where the microphones are located and how they work (e.g., clips, volume).
- Check that all the presentation equipment/materials (e.g., A/V, laser pointers, etc...) are working properly. If not call the A/V helpline listed above.
- Adjust the room lighting if necessary.
- For room temperature adjustments, contact Louise Hadden at 617-513-2646.
- If the door is noisy when it is opened or closed, a solution may be to tape the latch, otherwise inform the Section Chair.

At your session...

- Help the speaker set up his or her presentation slides. Work with the speaker to make sure everything projects properly on the screen (e.g., centered and in focus.) Give the speaker the laser pointer.
- Share relevant information with coordinators taking over the succeeding session or presentation. Inform them of any special instructions or problematic / unexpected situations.
- After a presentation, remind audience to rate the speaker's paper in the mobile app.

Front of the Room Session Coordinator

- Inform the speaker prior to start of presentation that he/she will be alerted as to remaining time via the use of time flash cards. Laminated time flash cards will be provided.
- Know the length of the presentation. Most contributed presentations are 20 minutes and invited are 50 minutes. Hands-on Workshops are 80 minutes. You can verify the length of a talk by reviewing the program grid.
- Coordinate with Section Chair regarding making announcements for each presentation (e.g., remind attendees to mute cell phones). HOW session coordinator must announce that food/beverages are not allowed in the room.
- Sit in the first row where you are easily visible to the speaker or inform the speaker where you are sitting and ask if they can see you from the front.
- Check that the presentation equipment (microphone, laser pointer, etc...) were left with the session coordinator at end of the presentation.

Rear of the Room Session Coordinator

- Distribute Presentation Evaluation forms to randomly selected audience members, if requested.
- Signal the speaker if microphone volume is too low or high or the speaker needs to speak louder.
- Count attendees for each presentation and return the results to Section Chair.
- Collect judging forms and give to Section Chair at the end of the session.
- Monitor the entrance: close door if hallway is too noisy, keep door opening/closing noise minimized, point out open seats to late arrivals.
- Watch for the arrival of the next speaker and notify Section Chair and/or front of the room Session Coordinator.

If there are any issues other than AV or Room problems during the session, call or text Richann Watson, Volunteer Coordinator, cell: 513-476-3162.

Please keep in mind your main responsibility is to provide support to section chairs and speakers to ensure presentations run smoothly.