

GUIDANCE FOR TECHNICAL TRACK CHAIRS AT AN ITEA EVENT

On behalf of the Symposium Committee and the ITEA Board of Directors, we thank you for accepting our invitation to as a Technical Track Session Chair. Please refer to the attached program schedule for the date and time of your Technical Track Session.

Please refer to the following information for additional details regarding your presentation and participation at the Symposium:

Speaker Ready Room

- Technical Track Session Chairs should contact the presenters scheduled for their Track Session prior to the Workshop to introduce themselves, go over the presenter's bio and abstract, and any other logistical details.
- Track Chairs should join us in the Speaker Ready Room at 7 am on the morning of your Track. During this time, you can meet with the presenters scheduled for your Track.
- You will be assigned a laptop computer, remote control/laser pointer, and projector for your Track. A/V technicians will be in the Speaker Ready Room to collect, load, and test run the presentations for your track.
- You should ensure that the laptop computer, remote control/laser pointer, and projector are set up in your Session Room at least 15 minutes prior to the start of your Session.

Technical Track Session Room Information

- Track chairs will introduce the track topic, speakers, maintain the schedule, and be prepared for the unexpected.
- There will be a volunteer or Technical Track Session Co-Chair assigned to your Track to assist you in conducting the session.
- At the beginning of each presentation the Session Chair will introduce themselves, the session title, the presenter and the title of their presentation. If a speaker fails to appear, the track chair will be prepared to fill the open time with a standby paper, discussion topics, question and answer session, or an open discussion session. Moving papers to new times is not an option, as attendees make their plans to see talks based on the published schedule and room signs. The number one complaint from attendees is that the paper they came to see was not presented at the scheduled time, causing them to miss it.

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- Presenters should be in the meeting venue at least 15 minutes prior to the session start to check in with the Session Chair.
- Presenters should sit in the front row of the room and approach the podium as the Track Chair introduces the presenter.
- Presenters can advance their slides by use of the remote control/laser pointer, or the touch pad or page up or down buttons on the laptop.
- Presentations given within Track Sessions are scheduled for 20 minutes for the presentation, with another 10 minutes for questions.
- After the sessions, Track Chairs will hand in the Session Evaluation Forms to the Registration Desk or Speaker Ready Room.