

<date>

Dear colleague:

Thank you for agreeing to be a Session Chair at the 2008 Central Plains CCSC conference.

When you first arrive at the conference, please check in <instructions for check in >. If an emergency arises that will keep you from chairing your session, please contact <person> at <contact information> as soon as possible.

You will be moderating a 60-minute conference session that will contain one tutorial or workshop, two paper presentations, three nifty assignment presentations, or several lightning talks.

Each paper will be allocated a 30-minute slot of which 25 minutes will be for presentation and Q & A and 5 minutes will be for related, overhead activities (e.g., introduction, equipment setup and removal, audience exit and entry). Similarly, each nifty assignment will be allocated a 20-minute slot that includes 18 minutes of presentation and Q & A and 2 minutes for related activities. Lightning talks will be done in 5-minute slots where 4½ minutes are for presentation.

The Session Chair role has a two-fold purpose:

- Create a welcoming environment for presenters and attendees
- Help the conference progress on schedule

To these ends, we ask you to follow these guidelines:

- Show up at the session location five to ten minutes early.
- Introduce yourself to the presenter(s), and get information to use for brief introduction(s).
- Talk with presenter(s) to verify understanding of the allotted time, as described above. Explain that you will be giving signals to help with timing, and work out what the signals are to be. For longer types of presentations, having signals for five-minute warning, one-minute warning, and end-of-presentation seems to work well. Ask if a signal is needed for beginning of Q & A.
- Help where you can with equipment and setup. If additional assistance is needed, contact <contact information>.
- Give a short introduction before each presentation, workshop, etc. To provide maximum time to presenters, keep introductions to just a few sentences, probably no more than 15 to 30 seconds for most types of presentations.
- Keep track of time and give the signals agreed on.
- At the end of a presentation, tutorial, etc. where it seems appropriate, publicly say thanks to the presenter(s) and, if there is another presentation in the session and it seems appropriate, announce when it will start.

- In the unlikely situation where the first paper presentation in a session is cancelled or is a no-show, please hold the second presentation until the last half of the session so that those planning to attend it can rely on it starting at the time scheduled.
- About five to ten minutes into the session, count the attendees, including yourself and all presenters. Immediately after the session, please turn in the count according to the instructions you received at the Session Chair check-in.

Again, thanks for agreeing to be session chair. If you have questions, please address them to <??> at <email address> or <phone number>.

Best regards,

<Person>

<Title>