SESSION COORDINATOR CHECKLIST

Note: These are general guidelines. Section chairs may provide specific instructions.

- ✓ Ask your Section Chair when to arrive for your assigned session. Are there any special instructions?Make sure you know / confirmWhere the microphones are located, and how they work? Is the A/V equipment operating correctly?
  - ✓ How do you contact A/V if there is a problem?
  - ✓ Is there a laser pointer available and does it work?
  - ✓ Where are the light switches? Are presets available? How do they work?
- ✓ Transfer knowledge to other coordinators
- ✓ Work with speakers to set up presentations and make sure everything projects correctly on the screen (e.g., centered and in focus).

Front of the Room Session Coordinator
- ✓ Makes introductions and keeps time.
- ✓ Request Bios from the Section Chairs and **PRACTICE** – confirm pronunciation of names / affiliations.
- ✓ Confirm with speaker whether questions will be taken DURING or AFTER presentation.
- ✓ In your introduction, please remind the audience that cell phones should be turned off.
- ✓ Be sure the Speaker knows how much time is remaining. Laminated time flash cards will be provided to you for this purpose.

Rear of the Room Session Coordinator
- ✓ Distribute handouts if available.
- ✓ Signal the speaker regarding volume.
- ✓ Monitor the entrance for <u>noiseless entries and exits</u>.
- ✓ Count attendees for each paper – at 5 minutes after START and HALFWAY through - and return the results to the Section Chair or designee.

Thank you for your contribution to the success of SESUG 2006!