

Dear POMS Session Chairs:

Welcome to the POMS 2017 Conference in Seattle May 5-8 and congratulations on being a Session Chair. Thank you very much for your help in creating an interesting and well organized conference. To facilitate a smooth session, please consider the following:

BEFORE THE SESSION:

- If possible the session chair should bring a laptop to the session. LCD projectors will be provided, but computers will not. If you don't have a laptop that can be used, please contact the other speakers in advance to make sure the session will have at least one laptop. Projectors will have VGA and HDMI connections. If you need any other (such as mini-hdmi for MS Surface), you should bring an adaptor.
- The program with session information is now posted on the POMS site as a pdf file under "Program", so you can check the details of your session.
- Your duties include starting the session on time, welcoming the audience, introducing the speakers, managing the duration of the presentations and the Q&A after each one, and closing the session with some summarizing remarks. Be sure to arrive 10-15 minutes early to the session and figure out with the speakers which laptop(s) will be used for which talks – it can save switch-over time if everyone uses the same laptop, but some speakers may want or need their own.

DURING THE SESSION:

- Please do NOT change the order of presentations from what is printed in the program – some attendees want to catch just one paper in a session and this only works if the printed order is maintained. (Occasionally speakers do not show up for their talk; we ask that you adjust presentation times accordingly. However, it is probably wise to wait until about 15 minutes into the session before officially allowing more time, in case a speaker is late.)
- Please do not let speakers go overtime. If speakers are allowed to talk longer than the time allotted, it is not fair to the speakers still to come in that session. If there are 3 talks in the session, each one has 30 minutes including discussion, if there are 4 talks, each has 22 minutes including discussion, and if there are 5 talks each has 18 minutes including discussion. If a speaker is running out of time and still talking, you will need to give them a warning a couple of minutes before they need to stop. It is suggested that short clarification questions be asked during presentations, but longer discussion issues be left until the end.
- It is not appropriate for attendees to take pictures of other presenters' presentations unless they first have their permission: this could be a copyright violation due to the scientific nature of the material. Please help manage this with your presenters and attendees. Encourage attendees to ask for the slides afterwards: then the presenter has control over what they send to others.
- If you need help with audio-visual equipment or have any other issues related to room setup, you can call (425) 333-7361 (AV office) or (360) 961-9020 (AV Manager cell phone).

AFTER THE SESSION:

- At the end of the session, please fill out the attendance sheet. There will be a sheet of paper on the desk to note the maximum attendance and whether the speakers (and session chair) all showed up. If you prefer to use the POMS Session Attendance app, please go to <https://www.pomsmeetings.org/EventsNet/evNet/evNetSessBrowseMobi/Default.aspx> and click on "Session List" to record session attendance.

Thanks again. We wish you a productive and entertaining session. If you have any questions, please contact your Track Chair or Ken Klassen. We look forward to seeing you in Seattle,

Ken Klassen: Scheduling Chair, kklassen@brocku.ca

Masha Shunko, Apurva Jain: Program Chairs