Instructions for the Session Chairs

1. Bring your own timepiece such as a smart phone or a gadget with a clock/timer app.
2. Try to start and end all sessions on time. If someone ends early, invite the next presenter to get ready but don't introduce them until the starting time. This is really important when there are parallel sessions. Everyone appreciates and expects to stay on time.
3. At the beginning of the session, introduce yourself and where you teach. Tell the audience about items 5 and 6.
4. Introduce the presenter. "The (first) presenter is _______ _______ from ____________ . The title is _______ ."
5. At the 11 minute mark, announce that "There are 4 minutes remaining."
6. Stand up 2 minutes later and announce "2 minutes remain."
7. Call for questions only if there is some time remaining when the presenter has finished.
8. Conclude with something like "Lets thank our presenter (or speaker)".

Take Fives

If your session has Take Fives, please introduce them as they are listed. It is common for each of these to take less than five minutes. Move directly to the next one on the list. If any time remains, ask if there are any other impromptu Take Fives.