



PATRAM 2019

AUGUST 4-9 | *New Orleans Marriott* | *New Orleans, LA, USA*

Session Chair Guide

PATRAM Symposium 2019
August 4-9, 2019

New Orleans Marriott
New Orleans, Louisiana, USA

PATRAM Guide for Session Chairs

This guide is a summary of important information for session chairs. In order to best understand the role of a Session Chair, you are strongly encouraged to also become familiar with the speaker requirements outlined in PATRAM's Speaker Manual. The role of Session Chair is not an honorary one; it is a position of authority and responsibility for ensuring sessions are managed properly.

Speaker Management

Session Chairs perform an important function. Success in your role requires an understanding of the role and the ability to act accordingly. Speakers appreciate Session Chairs who provide objectivity, meeting control, and clarity and fairness in a professional manner. Chairs, regardless of their technical, personal or institutional opinion of the papers in their sessions, are to treat all presentations and speakers with respect and dignity. The same is expected of speakers and audience members. Chairs requiring a more detailed overview of their duties and responsibilities, should contact PATRAM headquarters at +1-856-380-6916 or info@patram.org.

In Preparation for the Meeting

PATRAM headquarters will provide you contact information for all presenters in your session. Session Chairs are responsible for contacting and confirming the attendance of all presenters in their respective sessions by May 15. Should a presenter cancel or not respond, PATRAM headquarters should be alerted. This confirmation process helps PATRAM create a more solid Meeting Program with fewer cancellations than have been seen in the past.

Session Chairs and Speakers must notify PATRAM headquarters immediately, but no later than May 15, 2019, of:

- Withdrawal of papers
- Changes in availability to present papers
- Substitute speakers for presentations
- Changes in the title or authors of papers
- Who will submit a final paper for publication in the *Proceedings*, if a substitute speaker replaces the original speaker

If speakers contact PATRAM headquarters directly, this information will be provided to the Session Chair. Should the Session Chair receive this information directly, this information should, in turn, be provided to PATRAM headquarters at info@patram.org as soon as possible.

Session Chairs are asked to alert PATRAM headquarters as soon as possible, but no later than May 15, 2019, of any changes in their own availability to chair their sessions. Session Chairs, if unavailable, are asked to recommend substitute chairs to PATRAM for consideration.

Session Chairs are also responsible for following-up on the uploading of presentations, and final paper submittals.

During the Symposium

Session Chairs set the tone for exciting, coordinated and consequential sessions. They are more than “talking heads” – they are “in charge” of the room and in control of the presentations. They are enthusiastic (not “dead-pan” or indifferent) about their role in managing the session – and they show it!

In order to introduce speakers properly, the Session Chair will be provided biographies of the presenters at daily Speaker Breakfasts during the symposium.

Daily Speaker Breakfasts

Speaker Breakfasts are scheduled at 7a.m. **sharp** each day of the meeting. If you are a Session Chair or Co-Chair, you are **required** to attend this breakfast every day you are chairing session. This meeting will provide an opportunity for last-minute communication between speakers and/or poster presenters and Session Chairs/Co-Chairs on schedule changes, specific introductions and other related matters. This is an excellent time to get to know your speakers and poster presenters!

During the daily breakfasts, Session Chairs and Co-Chairs will be instructed in the use of timers. Knowing how to operate the timers is critical to monitoring the length of each speaker’s presentation. Written instructions will also be provided during the breakfast.

PATRAM will not be hosting the presentation known as “The 11 Tips for a Better Presentation” during the Speaker Breakfast. Session Chairs are asked to remind Speakers to view this presentation online, prior to PATRAM. The presentation can be found on the INMM website here:

<https://www.inmm.org/INMM-Resources/Videos>

Please also remind speakers that...

- Speakers are responsible for loading their talk at least one day prior to their presentation on computers in the Speaker Ready Room. The computers will be provided by the INMM professional audiovisual staff, who will also be present to assist speakers as needed.
- Each presentation uploaded to a computer in the Speaker Ready Room will be uploaded to the presentation room laptop in advance of the session.
- Presentations will be placed on the session room laptop by session number and in presentation order.
- Since session room laptops and LCD projectors will be provided by the PATRAM audiovisual staff and will be controlled by them, speakers **cannot** use their own laptop computers instead of the one setup in the session room.
- Each laptop will have, at a minimum, Microsoft Office 2000 (including PowerPoint®) and Adobe® software.
- **Speakers should be aware that PATRAM cannot guarantee presentations containing animation, videos and sound will display correctly. These items should be reviewed in the Speaker Ready Room.**

Audiovisual (A/V) Equipment

Each meeting room will be equipped with the following audiovisual equipment:

- LCD projector for PowerPoint® presentations
- Laptop computer
- Podium with microphone (depending on the size of the room)
- Lavalier (lapel) microphone for speakers
- Laser pointer
- Speaker timer
- Confidence monitor - **TENTATIVE**
- No other A/V equipment will be provided.

Additional audiovisual equipment can be ordered at your expense. Contact PATRAM headquarters (info@patram.org or +1-856-380-6916) by **July 23, 2019**. Be prepared to provide a credit card number with your request.

Session Timing

If a paper has been withdrawn or if a speaker does not show up, the Session Chair will use that paper's 20-minute slot for discussion or a break. Should two or more consecutive papers be withdrawn, it may be necessary to dismiss the audience and reconvene when the next paper is scheduled for presentation. Past Session Chairs have taken this opportunity to tour the exhibits or poster session as a group and then return to the session at the appointed time. Check with PATRAM HQ when in doubt.

Remember, session paper order and presentation times should not be changed before the symposium under any circumstance without prior approval of PATRAM headquarters. Further, the starting time or position of subsequent papers during the live session may not be adjusted.

If the number or location of withdrawn papers presents a problem to the Session Chair, PATRAM headquarters should be consulted. Usually, these decisions are made beforehand for the Session Chair by the Technical Program Committee, at the time they are made aware of the circumstances.

Indiscriminate changing of the session papers negates the efforts of the Technical Program Committee in preparing meaningful sessions and presents serious problems to those participants who have planned to hear a specific presentation at a designated time.

Session Chairs will ensure that each talk starts and concludes at the scheduled time. In order to adhere to the allotted time, speakers should present information in a concise manner, focus on ideas, concepts and the impact of the work, and emphasize points, results and other conclusions. The official language of the meeting is English. Simultaneous translation of presentations is not permitted.

Session Chairs will briefly introduce speakers. Introductions should not exceed 30 seconds. Chairs will not introduce topics or make introductions or presentations at the beginning of a session unless expressly agreed upon with the speaker **within the 20-minute allotted time period**. Allow an additional minute or less, within this 20-minute period, for speakers to move to and from the podium and for the Session Chair to introduce the speaker. Just as the presentation cannot exceed 20 minutes, if a speaker ends early, Session Chairs should not proceed to the next talk until the allotted time.

A timer, visible to the chair, the speaker and the audience, will be used to aid in keeping the program on schedule.

- A green light indicates that the speaker is in the initial 12 minutes of the presentation.
- A yellow warning light indicates that the speaker has 3 minutes remaining to complete the presentation.
- At the end of the 3 minutes, a red light appears and stays on. This signals that the speaker has 5 minutes to conclude his/her presentation, which includes time for questions from the audience.
- **In no way shall the presentation, with or without questions from the audience, exceed 20 minutes total.**

Note: If the speaker and Session Chair agree in advance, the five-minute discussion period can be reduced or eliminated to allow for additional presentation time. **Once again, keep in mind, the speaker's time should never exceed 20 minutes in total.** If there is time within the allotted 20 minutes, Session Chairs should ask for questions from the audience, and be prepared to ask a question if none are forthcoming from the audience.

Badges Are Required in All Sessions

In the current environment of heightened security, anyone who is not wearing an PATRAM registration badge should not be permitted to enter the session. Session Chairs should report any unregistered attendees immediately to PATRAM staff, the PATRAM Registration Desk or any Technical Program Committee member.

Note: It is the responsibility of all speakers, Session Chairs and meeting attendees to register and pay the registration fee for PATRAM according to PATRAM's policies and fee schedules.

Session Feedback

PATRAM would like to know an approximate number of attendees, the quality of papers presented and any other observations you would like to share about your session. At the conclusion of the meeting, please take a few moments to write down your thoughts. A survey will be emailed to you after the meeting. You may also email your feedback to PATRAM headquarters at info@patram.org. A sample of this evaluation is on page 6 of this manual.

Thank You!

Thank you for helping make the 19th PATRAM Technical Program a success. Your time and efforts are greatly appreciated. We look forward to seeing you in August!

SAMPLE CHAIR EVALUATION



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Dear PATRAM Chair,

On behalf of PATRAM, we wish to express our sincere appreciation for your efforts and contributions in Chairing or Co-Chairing the session, **INSERT TITLE OF SESSION**, at PATRAM in New Orleans, Louisiana. Your support made for yet another successful conference.

PATRAM strives to improve the quality of its symposium, and because you were so closely involved with this year's success, we would like to ask you to take a few minutes to provide some comments on your session.

Specifically, it would be helpful for us to know:

- The session you chaired or co-chaired
- An approximate number of attendees and the adequacy of the room size for the session
- The quality of papers presented
- The names of authors who were absent and did not present papers – "no-shows" – and author or presenter substitutions not listed on the daily addendum, if any
- If the oral and written instructions to the Session Chair were adequate and helpful
- Any other observations you would like to share, including whether there were any issues associated with the method of uploading and projecting presentations to your session

See below for a sample response. Please take a few moments and provide feedback for each session that you co-chaired to PATRAM HQ at info@patram.org if you have already provided feedback on your session, please accept our sincere thanks.

Once again, it was a distinct privilege to have you participate in this PATRAM activity and we sincerely appreciate your valuable assistance. Please convey our sincere thanks to your management who supported your participation in this meeting.

Sincerely,

Doug Ammerman, Chair
PATRAM Technical Program Committee

SAMPLE – Session Chair Feedback, PATRAM 2019

- Session B, International Safeguards: Process Monitoring I, August 4, 2019, 10:00 a.m. - Noon
- Approximately 30 people attended the session, although attendance varied significantly from paper to paper.
- There were 7 presentations, but the 3rd paper, “A Comparison of Change Detection Methods for Solution Monitoring” was presented by John Doe.
- The presenter for abstract #101 (Thomas Dean) was a “no-show.”
- Six presenters were well prepared and complied with the timing rules; one presenter ran out of time and had to be stopped when 20 minutes expired.
- With this one exception, there was sufficient time for questions and answers.
- Normally two questions were asked.
- The following paper caught a lot of attention: "Safeguards Evaluation System- A Method to be Used in Operations Evaluation" presented by John Doe, CRJ, Karlsruhe.
