INSTRUCTIONS TO SESSION CHAIRS

1. Each room is furnished with a computer and digital projector. Please arrive at your room 15 minutes before the start of your session so you can meet your speakers and help them get set up for their presentations. While presenters are allowed to use their own laptops, **loading all presentations on a single computer is optimal, if at all possible. If presenters choose to use their own laptops, please make sure all the connections are working before the start of the session.**

2. Each presentation is scheduled for 20 minutes, including questions. It is important that the schedule be **strictly** maintained in order to accommodate participants who are attending multiple sessions. **If a presentation in your session is unexpectedly withdrawn, <u>DO NOT MOVE THE OTHER PRESENTATIONS TO FILL THE RESULTING VACANT TIME SLOT</u>. Take a coffee break instead.** NOTE: There may be a few isolated instances where an individual presenter has requested to switch time slots with another presentation in a different session, after the printing of the final program. Such switches are permissible as long as BOTH session chairs are notified, and agree to make an announcement of the change at the beginning of the session.

3. The Session Chair is responsible for moderating the questions and should be prepared to ask at least one question if none are offered by the audience.

4. Each Session Chair is **requested to score each of the presentations** in his or her session. The score sheet is included, and the results may be used to determine "Best Presentation" awards in several technical categories. It will also be very helpful if you can observe the other sessions in the same technical area in the event that we need help choosing a "best presentation" in the overall area.

5. Please turn in your completed evaluation form at the registration desk by the end of the day on October 27th, or scan and e-mail a copy to dess.wsu@gmail.com.

6. **THANK YOU VERY MUCH FOR YOUR HELP!**

PRESENTATION EVALUATION FORM

Session Name:	_____
Chair:	_____

Peak attendance	
Average Attendance	
Were there any no-shows?	

Scoring: Please provide a numerical grade for every paper in each category. The maximum score is 5.0 and the minimum score is 1.0, but you may use decimal values in between if appropriate. Please try to differentiate among the presentations – it does not help us to see all high scores.

5.0	- Outstanding
4.0	- Well Above Average
3.0	- Average
2.0	- Well Below Average
1.0	- Poor

Paper Number	Name of Presenter	Quality of Abstract	Innovation and Level of Effort	Technical Contribution	Quality of Presentation
1					
2					
3					
4					
5					
6					