

Instructions to Session Chairs

Oral session chairs are responsible for opening and closing sessions, speaker introduction and presentation setup. You should check in with the speaker preparation room well before your session so you can learn how to set up talks (i.e., open the powerpoint files at the podium) during the session. Please attend the speaker's breakfast so you can introduce yourself to the session's speakers and learn of any last minute information. Oral talks that are not presented will NOT be considered for inclusion in the CPEM Special Issue of the IEEE Transactions on Instrumentation and Measurement. Please notify the editorial office of any no-shows.

Poster Session Chairs are responsible for making sure that the poster is indeed presented during the poster session. Please attend the speaker's breakfast on the day of your session so you can learn of any last minute information. Posters that are not presented will NOT be considered for inclusion in the CPEM Special Issue of the IEEE Transactions on Instrumentation and Measurement. Please notify the editorial office of any no shows. Simply hanging the poster is not sufficient; an author must be there during the poster session to present the work.

All session chairs are responsible for finding two reviewers for each talk/poster for which a manuscript is submitted for publication in the CPEM Special Issue of the IEEE Transactions on Instrumentation and Measurement. Please notify the editorial office of which reviewers were assigned.

The Speaker Preparation Room is located in the Omni Hotel Birch Room.

The Speaker Preparation Room will be open according to the following schedule:

Sunday, June 8:	2 pm – 8 pm
Monday, June 9:	7 am – 6 pm
Tuesday, June 10:	7 am – 6 pm
Wednesday, June 11:	7 am – 6 pm
Thursday, June 12:	7 am – 6 pm

If you **cannot perform the session chair duties**, please contact **Kent Rochford** at rochford@boulder.nist.gov as soon as possible before the conference.