Session chair instructions

- Session chairs must attend the Speakers Breakfast (7:00AM – 7:50AM) the day of their sessions to meet their speakers and ensure their speakers upload their talks onto the laptop for that session. The Speakers Breakfast will be held in the Monarch Room on the 24th floor of the Westin Galleria (the main Symposium hotel). One laptop for each of the four tracks (Track A – Civil & Mining, Track B – Fracturing and Fractures, Track C – Petroleum, and Track D – Interdisciplinary) will be set up in the hallway in front of the Monarch Room. Speakers may upload your presentation before or after they have breakfast, but we have asked them to upload them before 8AM the day of their presentation.
- There will be a table for each session in the Monarch Room for you to meet with each of your speakers. We suggest that one of the two session chairs be at the table for the full 7AM to 7:50AM breakfast time.   This is a good time to take notes on how to pronounce the speakers' name and get a tidbit or two about the speakers to use during the brief introduction of each speaker during your session. This is also a good time to answer any last minute questions about the authors. Please check with each of your speakers to ensure they have or will upload their presentations before 8AM.
- Please check the CoreApps app on your phone or tablet for the most up to date information on your speakers. We always have a few speakers who are no-shows and we have several "alternates" from our poster author pool who we may substitute in the evening before if we find out one of your authors is a no-show.
- Please also use this time to ask any questions you may have of your Theme Chair (Colleen Barton, Doug Blankenship, Doug Stead, Gang Han, and Ed Wellman) or the Symposium Chair (David Yale) about your session.
- We ask that one session chair from each session stand by the laptop for the track their session is in for part of the breakfast hour. We suggest that a session chair from the first session of the morning take the first shift by the laptop (6:50-7:10am), the chair for the second morning session the second shift (7:10-7:25am), the chair for the first afternoon session the third shift (7:25-7:45am), and the chair for the second afternoon session the fourth shift (7:45-8:00am).
- Please arrive at your session at least 5 minutes before your session to make sure everything is set up and all the papers are on the laptop for your session and to answer any last minute questions from your speakers.
- Podium presentations are 12 minutes long with an additional 2.5 minutes for questions. Please stop your speakers if they go over 12 minutes to allow time for questions. Please stop questions at least a half minute before the start of the next talk to allow for time for the next speaker to come up and for you to introduce them.
- Please do a very brief introduction of each speaker. Their name, their affiliation, any noteworthy tidbit you gleaned at breakfast, and then the title of the presentation.
- Please leave a gap in the schedule if a speaker does not show up. It is important to follow the schedule as shown in CoreApps as many attendees move between rooms depending the particular talk they wish to hear.
- Poster presentation chairs should attend the Speakers Breakfast to answer any questions the poster presenters may have. We have asked the poster presenters to

be at their posters for the full hour (3:30-4:30PM) of the poster session their day and we have suggested to poster presenters that they may want to staff their posters during the morning coffee break. We have also told poster presenters that they may put their poster on any open poster board. There are not assigned poster positions. Poster boards will be set up in the Ballroom Foyer (near the Exhibitors) and in the Woodway Foyer (just up the main staircase from the Ballroom Foyer and near three of the Technical Session rooms.