

USNC-URSI National Radio Science Meeting Session Chair Instructions

USNC-URSI thanks you for your willingness to serve as an NRSM session chair! We have assembled these instructions to assist you in preparing for and running your session. Please note that all sessions have been assigned two co-chairs so that you may share duties or just in case one chair has a conflict.

PRIOR TO THE NRSM

You have received an invitation to serve as a session chair. Please confirm whether you are willing to serve or suggest an alternate if you are unable to serve.

DURING THE NRSM

The main task of the session chairs is to run the session and keep it on schedule. If one of the speakers is missing, it is important to leave the presentation slot empty to stay on schedule. Do not change the schedule of the presentations by filling in the empty slot with a paper scheduled for a different time. If possible, try to fill in the empty time slot by engaging the audience with a further discussion.

You should arrive in the room 15 minutes prior to the start of the session. As a Session Chair, it will be your responsibility to start the session on time, stick to the schedule for the session, briefly introduce each presentation, and facilitate the question-and-answer (Q&A) period between presentations. Use the 10, 5, and 1 minute(s) to go signs to assist in letting the presenters know how much time is left. It is important to stay on schedule, so please do not let the Q&A run long or start the next presentation early (if the Q&A is short).

SESSION TIME SCHEDULE

- **15 mins prior session**
 - Session chairs should be in the room.
 - Check that all presenters are present.
 - Check that all presenters are uploading their presentation files to the computer and are testing those files.
- **Start of the session:**
 - Session Chair(s) should greet the attendees, say a few words about the content of the session and then introduce the first presenter.
- **Each 15 min. presentation and Q&A**
 - Each presentation should last no more than 15 minutes, but some may go a bit longer. The total time slot for each paper in the technical sessions is 20 minutes, which includes the presentation and Q&A.
 - If the presentation is less than 15 minutes, please start the Q&A right away and allow for extra time in addition to the 5 minutes included in the schedule. If the presentation is longer than 15 minutes, please

keep the Q&A limited so that the next paper starts on time.

The session chairs are free to decide how to divide the duties of running their session as they prefer. For example, each session chair may decide to manage one-half of the session. Alternatively, one session chair may be in charge of certain duties such as introducing the speakers and helping the speakers get set up, while the other chair may manage other duties such as timing the speakers and moderating the Q&A period.

If there are any A/V problems, please contact a staff member as soon as possible, and they will assist you.

Record Which Papers are Presented

After the session, please fill out the session report form. This is an online form, and you should have received the link by email (sent a week before the NRSM and the day before; the sender is NRSM[Year]@cmsworkshops.com). Please record and report any no-shows (i.e., papers for which neither a co-author nor a qualified substitute was present to make the presentation), since they must be removed from the proceedings that are sent to IEEE Xplore.

Again, we thank you for your help with session management!