

**2006 GEORGIA TECH FAULT AND DISTURBANCE ANALYSIS CONFERENCE
SESSION CHAIRPERSON DUTIES**

I. INTERACTION WITH AUTHORS

- Prompt authors for a preliminary copy of paper and a compressed copy of the software presentation (i.e. Power Point®) file or slides eight weeks prior to presentation (February 28 - March 3, 2006). If the presentation file is not compressable, then a printed copy of the presentation slides should be sent.
- Read paper prior to session; provide feedback to authors. Check that guidelines were followed (March 13-17, 2006).
- Prepare two or three questions to prompt discussion of paper from the audience.

II. SESSION MANAGEMENT

A. Introductions (Keep brief)

1. Introduce paper subject and title
2. Name Authors
3. Give biographical information on presenter of paper

B. Time Management

1. Keep presentations on schedule
2. Signal presenter 5 minutes before allotted time has elapsed
3. Length of scheduled breaks will be used to keep presentations on schedule

C. Discussion Questions

1. Limit time to 10 minutes
2. Use prepared questions to prompt discussion
3. Direct questioners to microphones provided in the aisles

D. Award Presentation

Present awards to all authors on behalf of the Georgia Tech Continuing Education Department

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E. Announcements

1. First Session Announcements

- a. Location of rest rooms
- b. Location of telephones
- c. Bus schedules
- e. Other facilities
- f. Cafeteria locations

2. Morning of Last Session

- a. Announce call for papers and cutoff date for submitting papers
- b. Provide transportation schedules and location of buses going to hotel and airport
- c. Make hotel checkout time reminder