

RERTR-2022 Instructions for Session Chairs

Dear Session Chair,

Thank you for accepting our invitation to chair a session during RERTR-2022. Below are some technical details for how the meeting will run.

Specific Details for Session Chairs:

Individual presentations in the 10 main sessions are in a 20-minute time block: nominally 15 minutes for presentation and 5 minutes for discussion. It is up to you as Session Chair to enforce the 20-minute limit. There will be a microphone positioned on the Session Chair table, and you will be able to view the slides on a confidence monitor.

English is the language of the conference.

Those making presentations have been instructed to submit their visuals (slides) to rertr@anl.gov by September 23. Speakers will present from the podium, which will be standing next to the projection screen. There will be a confidence monitor in front of the podium, with an image identical to what is on the projection screen – speakers never need to look at the projection screen. We may not be able to provide PowerPoint's Presenter View at the podium. The meeting staff will display the slides, and the speaker will either have a slide-advance device at the podium or will say "next slide."

Someone from the meeting staff will open each session with a few words relating to conference organization and then introduce you as the Session Chair.

For each presenter within your session:

- Prior to the start of your session, please contact each speaker to properly identify the specific information listed in the next item.
- You should briefly introduce the speaker, and in the interest of time, we propose you state the speaker's name, title, organization, and country rather than a more complete bio. One or two sentences of personalization would be welcome (e.g., where they received their education, or their key role within the organization or research reactor community). There is not time for career histories.
- You should state the title of the presentation and encourage the speaker to begin.
- To help manage the time, we ask that you alert the speaker when there is 5 minutes remaining in their assigned 20-minute time slot.

Please help all of us get the most from the meeting by managing the speaker time carefully. Each combination of presentation and discussion needs to remain within the 20-minute limit to preserve the time allotted to speakers in subsequent slots.

- After the presentation, the Session Chair will open the paper for discussion. Attendees may "raise their hand" in the room or remotely (under Reactions in the ZoomGov toolbar) to be recognized by the Session Chair to ask a question. The meeting staff will notify the Session Chair of the raised hands for questions from the virtual audience. The speaker's presentation file will remain open during the discussion time so that a specific slide can be displayed.
- After the presentation and discussion, please thank the presenter (no applause) and introduce the next presenter or close the session at the end.

Questions should be addressed to rertr@anl.gov. **We thank you for assisting in leadership of the meeting.**

Updated September 20, 2022