

DISCUSSION OF POSITION / RESPONSIBILITIES

A member of the IWC Executive Committee is assigned to each technical session to maintain quality sessions. The IWC Representative (Rep) has responsibilities prior to and during the conference and must be engaged in all decisions and communications with the session management. This document will summarize the involvement and activities of the IWC Rep, from the submittal of abstracts to the end of the conference. It is important to note that in the event the Session Chair is not able to handle any of the assigned duties, the IWC Rep will assume these responsibilities or find suitable replacement.

ABSTRACTS

- Confirm any solicited abstracts to the Technical Program Chair and Conference Manager.
- Review & grade abstracts and provide input regarding placement in a technical session.

SESSION MANAGEMENT

Support and assistance must be provided to all session management (Session Chair, Discussion Leader and Discussers). The IWC Representative should be copied on all communication between members of the session management and authors. All deadlines need to be closely monitored and any delinquent documents questioned as to the delay and when completion is expected. The Session Chair will be selected around the time of the Spring Program planning meeting. The following activities are completed by the Session Chair, but the IWC Representative should confirm the details and make sure they are communicated to the Conference staff.

- Session title and description
- Discussion Leader selection
- Selection of 3 or 4 abstracts from the group of abstracts identified by the Technical Program Chair (this may also be done by the IWC Rep).
- Paper presentation order and backup papers

PAPER / PRESENTATION QUALITY

Review papers and slide presentations during the scheduled review periods and advise the Session Chair of any comments, concerns, questions or suggestions that should be forwarded to the authors. This would specifically include, but not be limited to, violations of the commercialism policy, paper content not consistent with the submitted abstract, lack of depth or supporting data in the paper, and poor overall paper quality. Also, for the PowerPoint presentation: too much content per slide, "busy" graphics or diagrams not legible in paper or on slides, font size difficult to read, etc. Refer to the IWC Guidelines for suggestions on style.

If an author is unable to provide satisfactory paper content, is uncooperative in making changes, or consistently fails to meet schedule deadlines, the Session Chair and IWC Representation may jointly decide to eliminate the paper and substitute a suitable backup paper.

AUTHORS' BREAKFAST (DURING THE CONFERENCE / MORNING OF THE SESSION)

The IWC Rep's role continues through the conference. It is the Session Chair's responsibility to run the session, but support may be needed in areas as noted.

- Introductions between the Authors, Discussion Leader and Discussers
- Biographical / introduction information confirmed
- Procedures and time limits reviewed

- All presenters should arrive prior to the session to check computer / remote operations
- Note all presentations will be preloaded on the computers by the IWC staff and there will be on-site technical support if needed

BEFORE THE SESSION BEGINS

Again, the IWC Rep must support the session management in all facets of the session preparation. This includes the following items.

- Equipment check – computers, pointers, remote and microphones
- Presentation check – ensure all presentation are on the computer and working correctly
- Presenters – discuss operations of equipment
- Session Management seating – based upon the setup of the room and number of seats on the dais, review with the Session Chair the seating assignments for the platform. Advise Speakers and Discussers who will not be on the platform to sit near the front of the room to facilitate smooth transitions between speakers.

DURING THE SESSION

The IWC Rep should make welcoming remarks and introduce the Session Chair. The IWC Rep will make sure the Session Chair properly handles the necessary discussion of the procedures, time limits and “no picture taking” policy. The Session Chair will then introduce the Discussion Leader and outline the session, procedures and time limits as noted in the Session Chair Guidelines.

At this point the IWC Rep is available to perform the following duties. The IWC Representative may choose to sit at the stage or in the back of the room. The back of the room provides a better view of the audience and any activities that may disrupt the session

- Ensure good sound quality from the back of the room on each speaker
- Record count of the number of attendees during each session along with comments on the quality of the presentations and speakers – this is especially important for input to the awards, and the “Best Of the IWC” webinars.
- Monitor time and assist the Session Chair if needed in keeping the session on time, especially after breaks
- Note the performance of the Session Management
- Watch for picture taking during the session, which is not permitted.
- Assist with the Q&A portion of the session, if needed. This should be lead by the Discussion Leader.

AFTER THE SESSION

- At the end of the session, thank all the speakers in your session.
- Session Management survey should be completed and returned to the registration desk or Conference Manager. Provide comments on exceptional presentations or any problems or issues during the session. This input will assist the IWC in future conferences.
- After the conference the Authors can complete an addendum to their papers. No changes are allowed to the actual paper once the final version has been approved, but the addendum does provide the author with an opportunity to clarify any information that was brought up with the discussers or question and answer session. The Conference Manager will handle the request and deadlines for the addendum while the document will be reviewed by the Session Chair and IWC Representative.