Session Title: ____________________________________________________________

Session Time:______________________________

Session Chair: ____________________________________________________________

Approximate attendance at session: __________ 

Were all scheduled papers delivered? __________
  • If not, which papers were not delivered? ____________________________________

  • Reasons for failure to present: ______________________________________

Were all scheduled papers delivered in the order shown in the program? __________
  • If not, please list reasons for the change in order: _______________________

Did the audio/visual equipment work? _________ Was there a/v equipment in the room that was not used? _________ If so, what? _____________________________

  Please describe any problems__________________________________________

  _________________________________________________________________

Did all presenters hold to the time limits for the session? __________________________

Any additional comments?

______________________________________________________________

______________________________________________________________

Please return the completed form to the meeting registration table or mail to:
HSS Executive Office; 440 Geddes Hall, University of Notre Dame, Notre Dame, IN 46556
Session Chair Instructions

We have coordinated the speakers’ time slots so that audience members may hear different speakers in different sessions. Your main job will be to keep the speakers within his/her allotted times. It is helpful to give them a signal when they have 5 minutes left. The amount of time each speaker has appears below. (Please remind presenters to use the microphone, even in small rooms.) Presenters may use the entire time to deliver their papers, or they may opt to read for a portion of their allotment and use the remaining time immediately following the paper for questions or comments. Please adhere to the following schedule. The times in bold print represent when each speaker should begin.

THANK YOU FOR YOUR HELP WITH THE ANNUAL MEETING!

9-11:45 Sessions                      1:30- 3:10 Sessions                      3:30- 5:30 Sessions
Paper 1: 9:00                        Paper 1: 1:30                           Paper 1: 3:30
Paper 2: 9:30                        Paper 2: 1:55                           Paper 2: 4:00
Break 10:00-10:15                   Paper 3: 2:20                           Paper 3: 4:30
Paper 4: 10:45
*Paper 5: 11:15

* If there is no paper or commentator in the final slot, please use the time for discussion.

Please make the following announcements: Welcome to (name of session), please turn off cell phones, pagers, and other such devices. Please note any session changes.