

2010 HSS ANNUAL MEETING
Post-Session Evaluation Form for Session Chairs

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

(Over)

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

Paper 1: **9:00**

Paper 2: **9:30**

Break 10:00-10:15

Paper 3: **10:15**

Paper 4: **10:45**

*Paper 5: **11:15**

1:30- 3:10 Sessions

Paper 1: **1:30**

Paper 2: **1:55**

Paper 3: **2:20**

*Paper 4: **2:25**

3:30- 5:30 Sessions

Paper 1: **3:30**

Paper 2: **4:00**

Paper 3: **4:30**

*Paper 4: **5:00**

* 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.