

**2012 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 23, 2012). 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 18 - April 1, 2012).
- 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