

### **Paper Forum Session Chair Instructions:**

Check the conference program for the session room location

- Know the authors and presentation titles for your session.

Email the authors to send you their presentation in advance of the meeting

- Make sure the presentation is on the Paper Forum session PES PPT template and is no more than 7 slides and does not run over 7 minutes.
- You can obtain the authors' email address by going to your "moderator menu" on the MIRA site. Click on "view sessions presentations" scroll to the right and the main author's email address is there.
- There is no presenter's breakfast at this year's GM so you should reach out to the authors prior to the GM
- PES will be providing an LCD Projector and screen in the meeting room and there is wifi throughout the hotel. However, we are not providing laptops so **you will need to bring your laptop** to play the presentations during the session.

### **At the Session:**

- Arrive at the session a few minutes early.
- Make sure the authors hang the Poster for their paper in the meeting room (poster boards and push pins will be there)
- Check the session room for necessary AV equipment (LCD Projector & Screen)
- Notify roving Room Monitor immediately of any assistance needed
- Start the session on time
- Manage the time allocated to each paper (7 minutes / 7 slides), introducing each presenting author.
- There will be no discussion after each presentation, discussion will happen at the poster session in the back of the room after the last oral presentation.

### **After the session:**

- As you know, a condition of acceptance of a conference paper is presentation at the conference. IEEE requires every paper to be presented in order for it to be included in IEEE Xplore. To that end, PES has created an online reporting tool that you, as the session chair, will have access to, it is here that you will record if the papers in your session were presented or not.
- Log into the MIRA site: <https://submissions.mirasmart.com/PESGM2025/Login.aspx>

- Log into your account
- Go to your "moderator menu"
- Click on "View session presentations"
- Then for each paper click on "yes" if it was presented and
- Click on "no" if it was not presented
- When you are done click on "update presented"