## Best Paper Session Chair Instructions

### Before the session:

- 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 Best paper session PES PPT template and is no more than 7 slides and does not run over 10 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 in your session 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 early for the session to help coordinate with the Judges, ensuring they have the appropriate scoring forms.

- Check session room for necessary AV equipment (LCD Projector & Screen)
- Notify roving Room Monitor immediately of any assistance needed

- Start the session on time

- Keep the session on schedule, do not let the authors exceed their allotted time.

- Attend the entire afternoon session, managing the time allocated to each paper (10 minutes / 7 slides), introducing each presenting author in turn, and managing loading the presentations for the papers as they are presented.
- There will be no discussion of papers during these sessions; all presenters will have posters in the Monday evening poster session where the papers can be discussed.

- There will be two Moderators for each session so the duties can be split to help maintain the session's time schedule.

- You must attend the session in-person; there is no provision for a virtual session.

### 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"