Panel Session Chair Instructions

Before the session:

- Check the conference program for the session room location
- ==Have the panelists' email you their presentation in advance of the session. You will need your laptop for the session.==
- Ensure the presentation fits the time you have allotted for each panelist to speak
- **It is very important to keep the panelists to their allotted time so everyone has equal speaking time.
- Ensure that the panelist used the PES PPT template, all presentations must be on the PES PPT template – The PPT template can be found on the PES website: https://ieee-pes.org/publications/authors-kit/pes-powerpoint-templates/
- Prepare questions in advance to help stimulate discussion
- ==NEW: There will NOT be a presenters' breakfast at the GM. We suggest you have a virtual meeting with your panelists prior to the GM. You can set this up at a time that works for you and your panelists.==
- PES will be providing an LCD Projector and screen in the meeting room and there is wifi throughout the venue. However, we are not providing laptops so **you will need to bring your laptop** to play the presentations during the session.
- Please note, if a panelist says they uploaded their presentation to MIRA, it is for posting to the PES Resource Center only. You will still need it on your laptop for the session. If you need to access it via MIRA you can do so by logging into MIRA, go to your moderator menu and click on "view session / presentations" next to your session name. If the panelist loaded a presentation, it will be on the right of the author's names.

At the session

- Check the session room for necessary AV equipment (LCD Projector & Screen)
- Notify roving Room Monitor immediately of any assistance needed
- Check with each presenter to be sure they are familiar with the AV equipment to be used
- Start the session on time
    - Introduce the session
    - Keep the session on schedule, do not let the panelists exceed their allotted time.
    - Moderate the discussion period after each presentation, if time allows, stimulate the question/answer period.
    - Divide presentation time and discussion time equally among presenters.