



## Suggestions for Presiding Officers of Poster Sessions

Intention: each poster session will have a presiding officer to record missing authors, relative level of attendance, poster quality (including degree of compliance with TRB guidelines), and to make certain the session signs and poster board location labels are in their proper place (though TRB staff has primary responsibility for the last item). The presiding officers are requested to report this data back to their committee chair and corresponding TRB staff.

### Prior to the TRB Annual Meeting:

1. Check your poster session for any late updates or change: Go to the TRB Annual Meeting Interactive Program (when it becomes available), type the session number into the “Keyword” field, click “search”, and then click on the appropriate link.
2. Review the on-line poster session guidelines for authors: [http://onlinepubs.trb.org/onlinepubs/AM/MeetTheAuthorPosterSessionGuidelines\\_AM2011.pdf](http://onlinepubs.trb.org/onlinepubs/AM/MeetTheAuthorPosterSessionGuidelines_AM2011.pdf) to become familiar with the author requirements, e.g., timing, procedures for presentation.
3. If possible, contact each presenting author in advance to review guidelines with him or her.

### Prior to the Session

1. Meet with presenters in the poster session room 30 minutes before the session start, e.g., 9:00 AM for a 9:30 AM session.
2. Assure that each poster and table set-up is in compliance with the poster session guidelines. If it is not, please advise the presenter to correct it.
3. If there is an issue with the physical set-up or signage in the poster session room, please notify any TRB staff present at the session. If none are available, please notify TRB staff at the hotel registration desk.