

Suggestions for Presiding Officers of Lectern Sessions

Prior to the TRB Annual Meeting

1. Check your session for any late updates or changes: Go to the TRB Annual Meeting Interactive Program, type in the session number, click “go”, and then click on the appropriate link.
2. **NEW** for the 2010 TRB Annual Meeting! TRB is requiring all program presenters with visual aids to submit their presentations in advance via the Online Visual Aids Submission Site or in the Onsite Ready Room onsite in Washington, D.C. TRB will provide a computer in each session room. More information will be provided as it becomes available. Note that as in previous years, Internet and telephone access, audio, flipcharts, VHS, DVD, overhead, and 35mm slide projectors are NOT allowed.

Prior to the Session

1. Meet with session speakers in the session room 30 minutes before the session starts.
2. Review with the speakers the time allotted for presentations. Each speaker is generally allotted 20 minutes for the presentation including Q & A; a Q & A period is desirable, but optional depending on the time remaining.
3. Establish a clear signal with the speakers that you will give when they are within two minutes of their allotted time.

During the Session

1. Start the session on time and make any “announcements” and remind everyone to turn off cell phones.
2. Inform TRB staff at the TRB Registration Desk of any facility or audiovisual concerns.
3. Reference the “Participant and Attendee Guides” on the Annual Meeting website (at <http://www.trb.org/AnnualMeeting2010/AM2010ParticipantGuides.aspx>) for offering discussions for publication. Ask attendees to notify TRB by February 1 after the Annual Meeting if they plan to submit a written discussion.
4. Introductions of speakers should generally be limited to the presentation title, speaker’s name, title, and organization. Any additional information on the speaker’s background that is relevant to the presentation can be conveyed by the speaker as part of the presentation.
5. Make every effort to maintain the order of the speakers according to the program listing. Identify co-authors if present with brief introductions.

6. Make sure that speakers use the microphone(s) effectively.
7. Strictly enforce the time limitations for each speaker.
8. Invite questions from the audience and pose your own questions as time permits.
9. When an attendee asks a question, ask her or him to give name and affiliation.
10. Keep aisles, the back of the room, and doorways clear as required by the Fire Marshal. Ask attendees to sit in any available seats rather than standing.
11. Repeat “announcements” before adjourning.
12. Adjourn the session no later than the time shown in the Final Program so that the next meeting using the room can begin on time.