

Suggestions for Session Presiding Officers

Prior to the Conference

1. Take the lead in coordinating your session format and logistics with other session participants (especially audiovisual aids) before coming to the Conference.
2. Assure you have a short bio for each speaker. TRB has asked speakers for bios. That will be placed in the speaker record of the web-based program software. Contact the speaker directly if their bio is missing and add it to their record.
3. If more than one presenter is using data projection equipment and presentation software, every effort should be made to load all presentations onto one speaker's computer before the session begins. This will help minimize disruptions and delays during the session. Options to help accomplish this include:
 - Select one of the speakers' computers on which to store the presentations, and email or otherwise transmit your presentation to that speaker in advance. (It is still advised that you bring the designated computer and/or a back-up copy of your presentation to the session.)
 - Use the 30 minutes prior to the session to load all presentations onto one speaker's computer. To facilitate this, bring the designated computer plus a back-up copy of your presentation stored on a USB flash drive or CD-ROM. (Note that TRB will provide a USB flash drive to facilitate this process at each session. The USB flash drives are compatible with most computers with a Windows 2000 or later version operating system and a USB port.) When it is not possible to use one computer for all the presentations, computers with remaining presentations will need to be separately connected to the data projector following the preceding presentation.

Prior to the Session

4. Meet with session speakers in the session room 30 minutes before session start.
5. Assure that each speaker with visual aids has made the necessary arrangements with the projectionist.
6. 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.
7. Establish a clear signal with the speakers that you will give when they are within two minutes of their allotted time.

During the Session

8. Start the session on time and make any "announcements." In particular, remind attendees to turn off their cell phones and other wireless communications devices or use the silent notification options.
10. Introductions of speakers should generally be limited to the presentation title, speaker's name, title, organization and brief information on the speaker's background that is relevant to the presentation.
11. Make every effort to maintain the order of the speakers according to the program listing. Identify co-authors if present with brief introductions.
12. Make sure that speakers use the microphone(s) effectively.
13. Strictly enforce the time limitations for each speaker
14. Invite questions from the audience and pose your own questions as agreed to above and as time permits.

15. 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.

16. Repeat "announcements" before adjourning.

17. ***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.***

After the Session

18. Remind speakers to take their audiovisual aids. Personal computers should NEVER be left unattended.

For the Proceedings & Guidelines for Authors of Session Summaries

(Maximum length: 4000 words)

Session summaries are due electronically to TRB by November 23, 2005

Introductions

- List the presentations and authors at the beginning of the introduction.
- Put the session in context for readers. Because they may not have attended, they need background on the overall theme of the session.
- One paragraph of no more than five or six sentences should be adequate.

Summaries of Individual Presentations

- Limit summaries to the important elements covered on each topic. Two or three paragraphs for a topic are probably sufficient.
- Avoid being overly detailed. These numbers are suggestions; your judgment is your best guide.

Overall

- Do NOT include statements such as "the conference concluded ..." or "the session participants recommended" or "it was the consensus of participants that" or "the majority of participants felt that" These statements imply a consensus among a group that was not subject to the NRC selection process. However, statements that do not imply consensus, such as "a number of participants expressed the view that...." or "among the observations made by individual participants were", are allowed.
- Limit the use of first-person pronouns to appropriate contexts.
- Keep from editorializing or inserting commentary in the summary. The summary should reflect only the ideas the presenters or session participants shared in the session.
- Break up long sentences into two or more shorter ones to aid understanding.
- If a section runs several paragraphs, use subheads to give readers visual relief from long passages of text.
- When using figures or tables, refer to them in the text, so readers can readily see how a figure or table and the text relate.
- If a summary statement would help tie together the various elements of the session, keep it to one succinct paragraph.

Format

- Use the Information for Authors guidelines at http://www.trb.org/meeting/info_for_author.pdf for formatting (margins, headings, etc.)