

SOURCE Session Chair Instructions

Session Chairs are responsible for keeping presentations on time and keeping everyone on schedule.

Please adhere to the schedule so that drop-in attendees do not miss scheduled talks! If a presentation ends early DO NOT proceed with the next presentation until their scheduled time!

1. BEFORE THE SESSION

- Check-in at the command room (SURC 273) at least 15 minutes before your session begins to pick up your session chair packet.
 - Depending on your shift time, this may already be in the room, please still check-in to check and get your volunteer badge.
- Arrive at the room where your session is located 10 minutes early to meet the speakers and make sure you have everything you need.

2. PREPARE THE PRESENTATIONS

- Each room will have a computer with a USB flash drive with presentations loaded and a folder open that shows all the presentations scheduled in the room today.
- If it is not open or correct: Open the File Explorer, find and select the USB drive on the left menu under This PC, open the folder with the name of the room the session is in and the session time, open the folder for the time of the session.
 - i. EX: The “9am Sessions” folder within the “137A” folder will have all presentations scheduled in room 137A between 9-9:50am
 - ii. Each presentation will be named as: presentation order#-FirstName-LastName
 - 1. EX: “1-John-Smith”, “2-Jane-Doe”, “3-Fred-Smith”

3. BRIEF THE SPEAKERS

- Introduce yourself to each speaker and brief them about the color card system for tracking time (see below). Please help the presenter feel at ease.
 - **GREEN = 5 minutes left**
 - **YELLOW = 2 minutes left**
 - **RED = Time is up!**

4. WELCOME & INTRODUCE PRESENTATIONS

- Welcome everyone to the session
- Introduce each presentation, including the short title on the schedule in your packet and the presenter’s name(s).

5. KEEP TALKS ON TIME

- All participants have been informed that they have a 15-minute slot: 10 minutes for their talk, up to 5 minutes for Q & A, and 5 minutes for transitions.
- **Please do not allow them to go over.** That way, audience members can attend talks at the scheduled times.
- If a student experiences technical difficulties, they cannot be allowed to go over their presentation time. If this occurs, notify the volunteer at the closest information station to your room and they will notify an AV volunteer and try to assist you.

- **Please adhere to the schedule so that drop-in attendees do not miss scheduled talks! If a presentation ends early DO NOT proceed with the next presentation until their scheduled time!**

6. MODERATE QUESTIONS

- Call for questions if the presenter does not and help moderate the questions.
 - i. “We now have time for a few questions from the audience.”
 - ii. If questions run long, be sure to stop them at least 2 minutes before the next presentation time to keep one schedule. “We have time for one more question.”

7. PREPARE THE NEXT PRESENTATION

- Please pull up the next PowerPoint Presentation as soon as possible after the Q&A session
 - i. Each room will have the folder open in which you will find the presentations for the day. The presentations will be loaded in order of presenters (1 will go first, 2 will go second, and so on). See “PREPARE THE PRESENTATIONS” above for more details.

Command Center:

The command room in **SURC 273** will be a home base for volunteers/judges and mentors. If you have any questions or problems during SOURCE, volunteers & staff will be available in the Command Center to assist volunteers, judges, and staff/faculty.

Please do not send presenters or attendees to the command center for assistance; only staff, faculty, volunteers, and judges should be in this room; direct all attendees and presenters to the check-in/info table if you are not able to assist them at the time.

If you have questions/concerns during your session, message the appropriate channel in the SOURCE 2025 Teams or message a SOURCE team member and someone will help you as quickly as they can.

Thank you for your time today.
SOURCE would not be possible without your help!

Award Ceremony

All session chairs are welcome to the SOURCE Award Ceremony, which celebrates the students' scholastic achievements. The ceremony will be held at 5 p.m. on May 20th in the SURC Ballroom.

Session Chair Volunteer Checklist

Use this guide to prepare for your volunteer shift(s) after reading through the instructions and responsibilities expected of you at SOURCE.

- Learn about SOURCE! Attend one of OUR pre-SOURCE events to see a bit of what to expect at SOURCE in May.
 - SOURCE Kickstart & Why to SOURCE: Fall Quarter
 - How to SOURCE: Winter Quarter
- Sign-up to be a volunteer at SOURCE!
- Attend one of the volunteer training sessions
- Make sure that you are comfortable with multitasking to keep track of time, use the appropriate color cue cards, and being aware of the presenter so that you can help moderate as needed.
- Announce each presentation at their scheduled time (NOT before, even if the previous presenter ended early!!)**
- If a presenter has technical issues, alert the SOURCE staff so they can assist and/or send an IT/AV assistant to the room. Stick to the schedule as close as you can. Do not proceed with the next speaker until it is their scheduled time so that drop-in attendees do not miss scheduled talks.