

Instructions for Session Chairs

2005 Career & Technical Education Research Conference

Thank you for agreeing to serve as a Session Chair for CTERC 2005. Your role is very important to the success of this conference. Please do the following:

1. Check to make sure that the computer and projector are set up and ready to go.
2. Check with the speakers as they arrive to find out who will participate in the presentation of the paper.
3. Instruct the facilitator(s) to control the lighting, make sure there are enough chairs, distribute any printed materials, and use the enclosed time cards to let speakers know how much time they have left. The facilitator should simply hold the card up and wait for the speaker to see the card – they should not create a distraction by waving the card to get the speaker’s attention.
4. Welcome the participants to the session. Announce that each speaker will have 20 minutes to present their research.
5. Introduce the discussant and the facilitators.
6. Introduce each speaker giving their name, their university, title of their presentation, and other brief information as appropriate.
7. After all presentations are complete, ask the discussant and all presenters to seat themselves at the front of the room so they can answer questions and discuss their research.
8. After the discussion is completed, thank everyone for their participation and adjourn the session.
9. It is very important that you keep the session on schedule. The facilitator will assist you by giving “X Minutes Left” signals to the presenters. It is important that no presenter exceeds the 20 minute time limit and that you end your session on time.

If you have questions, please let me know. On the day of the conference, you should be able to reach me on my cell phone at 225-241-5758. Thank you for your service to CTERC 2005.

Joe Kotrlik, Chair
CTERC 2005