Duties of the Presider of a Symposium

As the presider of a symposium, you are responsible for the following:

1. Picking up your presider packet of information when you do your check-in registration on campus.
2. Visiting the room the symposium is scheduled to be in ahead of time and checking it out to see that it has all of the equipment you requested for the symposium. All rooms have a screen and projector, some have laptops but require an UNC ID# to access.
3. Arriving early at your scheduled room on the day of the symposium and checking all of the presentation equipment. Although some rooms do have laptops, as they require a UNC ID# to access, it would be most efficient to bring your own laptop and if possible pre-load the presentations before the session starts.
4. Greeting the presenters as they arrive. Introduce yourself and introduce the presenters to each other (if they do not already know each other).
5. Starting and ending the symposium on time.
6. Keeping the speakers within their time limit, for having the speakers start their talk on time as published in the 24th BCCE program book, and for announcing any speakers who have cancelled at the last minute. You may not change the order of the presentation of speakers. At the end of each presentation, you moderate a short 2-4 minute discussion session (if there are 2-4 minutes until the next person talks). This involves, selecting individuals who wish to ask the speaker questions. As a presider, you may not start a paper early if the previous speaker finishes early or if the previous speaker has cancelled. There is a short break scheduled after the first four papers (80 minutes).
7. Counting the number of people who are attending the symposium. Do this head count two or three times during each session (morning and afternoon, as applicable).
8. Complete the survey form for your symposium. Surveys will be available in your presider packet or from room monitors. This information is helpful for the planning of the next BCCE.

Please note that the organizer or the presider usually presents a brief (5 minute or less) introduction and closing. If anything goes wrong that needs to be fixed, you can contact one of the 24th BCCE workers or technicians. If anything goes wrong that is not going to be fixed or if an immediate decision needs to be made—for example the power goes out, there is a tornado warning, etc. you need to make a wise decision about what to do.

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