

Responsibilities of the Section Chairs
(Your primary contact is the Annual Meeting Coordinator.)

- 1) Please remember to send an email to your section members upon receiving an email from the Annual Meeting Coordinator around June about the forth coming conference.
- 2) When you receive the "call for papers" email from the Annual Meeting Coordinator, please send that information once again to the members of your section.
- 3) Please check that the titles and the abstracts match the guidelines, and if not ask the authors to correct them and send them back to you. **(Important!)**
- 4) Once you receive the titles with abstracts (**Both have to be sent together**), please send them to the Annual Meeting Coordinator as soon as possible, so that the rooms can be arranged accordingly. The title/abstract should be sent to you by the presenters by September 15th, and then to the Annual Meeting Coordinator immediately.
- 5) Also, remind the authors that they also have to register separately for the meeting.
- 6) Please bring a laptop to the annual meeting and ask the presenters to bring their PowerPoint presentations on a USB.
- 7) On the morning of the session, please be present near the poster exhibition of your section and guide the poster presenters to their sections.
- 8) Arrange the judges for posters and oral presentations.
- 9) Follow the schedule of the meeting sent to you by the Annual Meeting Coordinator.
- 10) After the conference, please send a list of the posters and oral presentations that were actually presented to the Annual Meeting Coordinator together with the names of the winners with clear information on where to mail the certificates. **(Please follow the correct format.)**
- 11) Please remember to select the section chair for the next year at the beginning of your oral presentations and send those details to the Annual Meeting Coordinator within a week.
- 12) Please encourage your colleagues to participate and send students to this conference by sending an email to your colleagues at your institute.