



36th Annual CNS Conference 40th CNS/CNA Student Conference

Nuclear in the 21st Century: Global Directions and Canada's Role

Toronto, ON June 19 - 22, 2016
Toronto Marriott Downtown Eaton Centre Hotel



February 16, 2016

Dear Plenary Session Chairs:

Re: Protocol for Chairing Sessions

Thank you for agreeing to be a Session Chair and Plenary Speaker at the 2016 CNS Annual Conference, to be held in Toronto on June 19-22, 2016. The conference organizers appreciate your participation and help in the delivery of the conference.

The purpose of this protocol guideline is to assist you by outlining the expected duties of a Session Chair. If you feel that some items are not clear or are missing, please do not hesitate to advise us.

Before the start of the Conference:

- You will be sent copies of the Abstracts and Presentations for your Session when they become available, so that you may prepare for the session.
- You should arrange a pre-conference teleconference with the Speakers in your session to brief them on the session's purpose and structure, to ensure each speaker will be on topic, and that there will not be unnecessary duplication. Please also stress the timing for the speakers and Q&A. Alternatively, you could communicate individually with each of the Speakers for the same purpose.
- Please review your session information in the attached preliminary program as it relates to the session topic, sequence of Plenary Speakers, time allocation per speaker and the time allocated at the end for questions and answers (Q&A). The format of the Plenary Sessions will see presentations proceed directly one after the other, with all Q&A discussion held until after all the Speakers have given their presentation. Note that some of the sessions may be in panel format, which may involve brief presentations by panel members followed by the panel discussion and Q&A. As Chair, if you have a concern on the format and/or timing allocations associated with your session (i.e. you would prefer to see more time allocated to Q&A discussion), please contact us as soon as possible so that we may address your input.
- Unless special arrangements have been made with the Conference Organizing Committee, Session Chairs are expected to register for the conference in the same manner as all other registrants.
- Before arriving at the conference, verify the name and date of the session which you are chairing. The schedule is posted on the conference website: [36th CNS Annual](#)

[Conference and 40th CNS/CNA Student Conference](#) and will also be available in the printed program booklet distributed to all attendees at the time of the conference.

At the Conference:

- The program booklet distributed to all conference registrants at the time of the conference contains session time and location information for all sessions, as well as the times of individual presentations. Additionally, it contains information about the Speakers' breakfast where Session Chairs get an opportunity to meet the Speakers in their session and discuss themes and expectations for their sessions.
- Please verify the exact starting time of your session, as Plenary Sessions may not begin at the same time every day.
- Attend the Speakers' breakfast on the day of the session. This is the time to meet with your session's Plenary Speakers as well as the Chair of the conference and Co-Chairs of the Plenary and Keynote Committee.
- Plenary Speakers' pictures and bios will be in the program booklet and on the website; [36th CNS Annual Conference and 40th CNS/CNA Student Conference](#). Please review them ahead of time so that you are better prepared to introduce the speakers in your session. You may wish to obtain an abbreviated biographical profile from any speakers if you find their biographical information is too long for an introduction.
- Abstracts associated with Plenary Sessions are also listed in the program book and on the website: [36th CNS Annual Conference and 40th CNS/CNA Student Conference](#). Please review the abstracts associated with your session ahead of time so that you are better able to plan for the Q&A discussion period.

Your session:

- Please arrive in the plenary session room about 20 minutes before the start of the session and bring a copy of the presentation file with you on a USB stick to upload to the session computer. PowerPoint is the preferred presentation file format, but Adobe Reader is also available. Please ensure that your presentation file works with one of these software formats. The audio-visual assistant in the room will assist you with uploading your presentation file onto the session computer and with any last-minute preparations. Please advise the audiovisual assistant in the room if your presentation contains any movies or animations, as this will be the opportunity to verify that these features work. Alternatively, you may wish to email the presentation to the CNS office at roubenb@alum.mit.edu to the attention of *Dr. Benjamin Rouben*. **Please ensure you have a back-up copy of the presentation with you on a USB stick.**
- As the schedule is very tight, all Speakers and Chairs for a session from start to finish will be seated on stage to maximize available use of time.
- The Conference Chair will introduce the Plenary Session Chairs who will in turn advise the audience on how the session will be managed.

- The presentations proceed directly one after the other, with all Q&A discussion held until after all the speakers have given their presentation. This allows you as the Session Chair to manage the timing of the session much more effectively – especially not short-changing the last Speaker.
 - Q&A cards will be distributed throughout the room and will be collected during the session and provided to you. As Session Chair, it is your role to review and pool the questions; select those to be asked and direct them to one or all the Speakers.
- The Plenary Session Chair is expected to make short introductory remarks to “set up” the session, i.e. theme, purpose, background, objectives, expectations.
 - As the Plenary Session Chair, it is your role to introduce all the other Plenary Speakers with the brief bio provided and agreed to at the Speakers’ breakfast, and to ensure that speakers keep to their allotted times. Session Chairs are to introduce the speakers one at a time (introduce the first speaker; thank him/her after the presentation and then introduce the second speaker).
 - If a Plenary Speaker has cancelled or withdrawn, at your discretion, you may allocate the available time equally amongst the other Plenary Speakers or increase the Q&A discussion.
 - At the end of the session, you should thank the Plenary Session Speakers.

At, or after the conference, the Organizing Committee would appreciate a brief summary of your session, and any other important feedback. The session summary may be used as the basis of a conference report.

Thank you once again for agreeing to be a Plenary Session Chair. We look forward to seeing you at the Conference. Feel free to contact us should you have any questions. We will keep you informed if there is any update on this guideline.

Yours sincerely,

Daniel Brady

and

Frank Doyle

Daniel Brady

Frank W. Doyle, B. Eng., MBA, P. Eng., FCNS

Co-Chairs, Keynote Speakers and Plenary Sessions, 36th CNS Annual Conference 2016

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