

Mo-99 International Symposium - Instructions for Session Chairs

Dear Session Chair,

Thank you for accepting our invitation to chair a session during the Molybdenum-99 (Mo-99) International Symposium. Below are specific instructions for performing the session chair role, including requested actions to be taken before and during the meeting. If you have any questions, please contact Kyle.Sallee@nnsa.doe.gov and Mo99@anl.gov.

Things to Do Before the Meeting:

Collect Biographies: Please contact the speakers for the session and request that they send you a brief (2-4 sentence) biography, to include their title, organization, and country.

Things to Do During the Meeting

Introduce the Speakers: The meeting staff will open the session by introducing you as Session Chair. Then, you will then briefly introduce the first speaker, including the title of their presentation. In the interest of time, we propose you state the speaker's name, title, organization, and country rather than a more complete bio. One or two sentences of personalization would be welcome (e.g., where they received their education, or their key role within the organization or research reactor community). There is not time for career histories.

Enforce Speaking Time Limits: Each speaker will have an allotted time to present, of which 5 should be reserved for Q&A. As chair, you will track speaking time and will alert the speaker once they have 5 minutes remaining, and once their speaking time has elapsed. Please help all of us get the most from the meeting by managing the speaker time carefully. Each combination of presentation and discussion needs to remain within the 20-minute limit to preserve the time allotted to speakers in subsequent slots.

Manage the Question and Answer Period: After each presentation, you will announce that the floor is now open for questions. You will call on attendees in the room who have raised their hands for questions. If virtual attendees have questions, then the meeting staff will notify you so you can call on them.

Transition to the Next Speaker: After the question and answer period, you will thank the presenter (no applause) and introduce the next presenter, or close the session at the end.

General Information

- English is the language of the conference.
- There will be a microphone positioned on the session chair table, and you will be able to view the slides on a confidence monitor.
- Speakers will present from the podium, which will be standing next to the projection screen. There will be a confidence monitor in front of the podium, with an image identical to what is on the projection screen. The meeting staff will display the slides, and the speaker will either have a slide-advance device at the podium or will say "next slide."