**Session Presider Directions**

**Before the Session Begins**

- You need to in the session room at least a 20 minutes before the session starts.
- Check in with the speakers to ensure that they have uploaded their presentation to the session room laptop.
- Greet the speakers as they arrive. If you have a question about pronouncing their names, the title of the talk, or the name of their institutional affiliation, ask early. It can be quite embarrassing for both you and the speaker if you pronounce something wrong. Another way to get this information is to check with other presenters who are there early.

**Speaker Check-in Sheets**

You’ll find a folder at the podium or on the table at the front of the room. This folder will contain a sheet for each session in that room. Please be sure to remove only your session sheet. The check-in sheet will list the talks within your session, the order in which they will be given, and the name of the author giving the presentation. Please be sure to check the box to indicate if speakers presented during the session. Try to estimate the number of attendees at the session at the start of the session, about halfway into the session, and at the end of the session. Leave the completed sheet in the folder in the pocket marked “Completed” and leave the folder on the podium or table for the next session presider.

The check-in sheet serves two purposes:
- 1) to assist you in running an effective session
- 2) to help us ensure that the appropriate speakers’ files are archived on OSA Optics InfoBase after the meeting. Only those authors who attend and present are included in the InfoBase, so it’s important that you make note of any presenters who are absent.

**Starting the Session and Introducing Speakers**

- Kick-off the session by saying a few remarks at the beginning of the session. Introduce yourself and your affiliation, along with the theme of the session.

- Introduce speakers and simple information about their talks. For each paper, announce the speaker's name, affiliation, and the title of the talk.

- If you have not made contact with a speaker in advance, and if no one responds to your announcement, repeat this information before you decide that the speaker is not present. If a speaker is absent, either allow a continuation of the discussion of the previous paper or announce an intermission until the next scheduled paper. Remember that the rules of most conferences do not allow the presentation of any paper unless it is listed in the program.

**Session Timing**

- The total amount of time allotted for each paper will be listed on the session check-in sheet. Generally, invited talks are allowed 25 minutes for presentation and 5 minutes for discussion. Generally, contributed talks are allowed 12 minutes for presentation and 3 minutes for discussion. Generally, tutorials are allotted 45 minutes to 1 hour, with 5 minutes for discussion. A 60-minute mechanical timer will be available for your use. We recommend that the timer is set two minutes prior to the end of the presentation time in order to provide a warning to wrap
up the talk and start the discussion period. Notify the authors of this warning system. It is also important to remind the speaker to repeat the questions asked from the audience.

- Maintaining the scheduled timing of papers is very important. In cases where the paper is withdrawn or the speaker does not show, use the time for an extended question period for authors of previously presented papers or call a break. PLEASE DO NOT START TALKS EARLIER THAN THEY ARE SCHEDULED. All requests to modify the program schedule should be directed to the program chair.

- Many conference attendees try to move between sessions, and they become very angry when a talk is not held at the scheduled time. Cutting off a longwinded speaker can be very touchy, but try to be as firm as possible. Warn all the speakers that you will stand in place five minutes before time has expired; you will verbally remind them when two minutes remains; and you will not hesitate to cut them off when time has run out. Try to allow time for questions, but be warned that some speakers will intentionally use up the discussion time to prevent this. Some experienced presiders choose to use a timer with an obvious chime or tone to enforce the schedule.

**Facilitate the discussion if time allows.**

- Solicit questions from the audience

- Have questions prepared in case the audience doesn’t have any

- Speaker should repeat the audience member’s question so everyone can hear it. At the end of the session, wrap up the session and thank the speakers

**Presentation/ Session Completion**

At the end of the presentation, stand and lead applause. The audience will look to you to determine when to applaud. If there is time for questions, announce that this paper is open for discussion. Be prepared to ask the first question, if necessary. Keep track of the time, and don’t be afraid to cut off the questions when time runs out. When you finish the question period, lead another round of applause for the completed talk, and then announce the next speaker. It is NOT necessary to applaud when a speaker is introduced.

At the end of the presentations, express thanks to the participants and the audience and lead a round of applause for the presenters.

*Ensure that the session check-in form is completed. OSA publishes only presented papers and this is determined by the session check in forms.*

IMPORTANT NOTICE: Due to licensing restrictions, the use of music in presentations, including video presentations, is prohibited. If a speaker uses music during his/her presentation, please inform Meeting Management immediately.
Announcements:
- Introduce yourself as the presider and announce the session title.
- Announce - Photography and videotaping of all presentations is prohibited; please turn off all cell phones or place on vibrate.
- Encourage the audience to use the aisle microphone during the question and answer period and to give their name and company affiliation.

Presider Name: __________________________
Session Title: __________________________
Session Location: _______________________
Session Date: ___________________________
Session Start Time: _____________________

<table>
<thead>
<tr>
<th>Presentation #</th>
<th>Presentation Title</th>
<th>Author</th>
<th>Presentation Time</th>
<th>Presented</th>
<th>No Show</th>
</tr>
</thead>
<tbody>
<tr>
<td>TM4D.1</td>
<td>A Nanonewton Optical Force Trap</td>
<td>Erik Schäffer</td>
<td>16:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TM4D.2</td>
<td>3D Optical Manipulation of a Single Electron Spin</td>
<td>Michael Geiselmann</td>
<td>16:30</td>
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<tr>
<td>TM4D.3</td>
<td>Optical Injector of Particles for X-ray Diffractive Imaging</td>
<td>Niko Eckerskorn</td>
<td>16:45</td>
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<tr>
<td>TM4D.4</td>
<td>Rotation of Optically Trapped Living Cells for Single-Cell Tomography</td>
<td>Thorsten Kolb</td>
<td>17:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TM4D.5</td>
<td>'Tractor Beam' in Microworld</td>
<td>Oto Brzobohaty</td>
<td>17:15</td>
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<tr>
<td>TM4D.6</td>
<td>Optical Micromanipulation of Freestanding Microstructures with Embedded Waveguides</td>
<td>Darwin Palima</td>
<td>17:30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Estimated Room Counts
Start of Session
45 minutes after start
End of Session

Please leave this sheet at the podium at the conclusion of your session.