

**8<sup>th</sup> International Conference on Isotopes and Expo**  
**REMINDERS TO SESSION CO-CHAIRS**

1. When you arrive at the meeting, please sign in at the VIP and Speakers Desk in the 8ICI Registration Area. Co-ordinate with your co-chair the session related functions.
  2. At least **one-half hour** prior to the start of your session, check with the Speakers' Desk attendant who will supply you with information as to which speakers have checked in, substitutions, cancellations, program changes, announcement, etc. \*
  3. Please check the enclosed instruction sheet supplied to speakers. Note that speakers are requested to check in with you at least 15 minutes before the session begins. Sequential sessions in the same room need to arrange this in advance of the session period.
  4. Please use the check-in time to assure that the presentations are loaded and properly identified on the projection computer.
  5. Please do your utmost to keep the session on schedule as shown in the Official Program (available at the meeting) **Please notes that we cannot rearrange the order of papers in your session due to the published schedule.** We ask that you make note of the times (in the Official Program) of luncheons, banquets and other special functions if they precede or follow your session.
  6. Audio/visual equipment will be brought to the session room shortly before the scheduled start of the Session. Lights are on throughout presentation.
  7. Please announce to session attendees that cell phones should be muted.
  8. It is not necessary for you to sit at the platform or head table during the presentation of a paper (except for conducting discussion). It is recommended that you join the audience when not introducing the speaker or conducting discussion.
  9. In the discussion, please ask delegates to identify themselves (names, institute) when making remarks.
  10. Thank you for your assistance in conducting the session.
- \* Session chairs for Poster Session should carefully read the instructions sent to participating speakers and should plan to be available in the session room one hour before the start of the session.