

11th ISBAB – Instructions for Technical Assistants

The main roles of *ISBAB* Technical Assistants (TAs) are to manage the audio/visual equipment and to assist the session Co-Chairs as needed. You will also be expected to assist the *ISBAB* Organizing Committee with various duties throughout the symposium.

We thank you for agreeing to contribute to the success of the symposium in this important role.

General:

- TAs will be assigned to a session room for the technical sessions.
- Responsibilities in the session room include ensuring the audio/visual equipment is functioning properly, loading delegates' presentations onto the computer, ensuring each presentation loads up on PowerPoint properly, assisting with the timing of presentations and adjusting the room lights at the beginning of sessions and breaks.
- TAs may also be asked by session Co-Chairs to assist them from time to time (e.g., to locate a member of the Organizing Committee).
- TAs may also be asked to assist with other tasks (e.g., assemble registration packages, assist at the registration table, signal delegates that sessions are about to start, etc.).

Before the session:

- Familiarize yourself with the room and introduce yourself to the session Co-Chairs.
- Remain near the computer and assist with loading the presentations for the upcoming session. Ensure all presentations load up properly. If a presenter has an intricate presentation (video, animations, etc.), run through it with them to make sure it displays properly.
- Test the microphones and familiarize yourself with their operation.
- Locate the laser/slide advancer and timer.

Starting the session

- Dim the room lights when the Co-Chairs convene the session.

During the session

- Attach the lapel microphone for each speaker and remove it when done.
- Give each speaker the laser pointer and show them how it works.
- Time each presentation, starting when the speaker is given the floor; at the 15 minute mark of the talk, display the "5 minute" card until the speaker and Co-Chairs have seen it. It is the Co-Chairs' responsibility to enforce timing.
- Retrieve the laser pointer from each speaker when they are done.
- Locate and inform a member of the organizing committee if any issues arise.

End of session

- Turn room lights up.
- Make sure you have the lapel microphone and laser pointer.
- Assist presenters with loading their presentations for the next session; if all the presentations are loaded, feel free to take an extended break. If presentations are missing, make sure you are in the room near the equipment at least 10 minutes before the start of the session; alternatively, keep an eye on the area for speakers that are anxious to load their presentations.
- Start sponsor slide show.