

# PHYTRA 4

The 4th International Conference on Physics and Technology  
of Reactors and Applications

## Session Chair Information

- When showing up in the registration area there will be a Chair registration desk where you are invited to complete the “Session Chair Sign-in Form.”
- Please be present at your session room at least 15 minutes prior to the start of the session. This will allow you to greet and coordinate session arrangements with your co-chair and the speakers, as well as collect biographical sketches (name, organization, 2-3 line description of current work assignment).
- For the sake of meeting attendees, PLEASE keep the session perfectly synchronized as shown in the final program. For “no shows” simply adjourn the session at the next allotted time (i.e., don’t shift papers to earlier slots to fill a void).
- The conference rooms will be equipped with a computer and an LCD projector. Microsoft Windows, MS Office (PowerPoint), and the Adobe Acrobat Reader (PDF reader) will be installed on the computers. Presenters using the provided computer are expected to preload their presentation slides in the computer just before the beginning of the respective session.
- You will have a student assistant to assist you during the meeting. He/She will check-in with you prior to the start of the session. You may use his/her assistance to drive the presentation, help with the computer, etc.