IMAPS 2014

The Future of Packaging!

47th International Symposium on Microelectronics
October 13-16, 2014
Town & Country Resort and Conference Center
IMAPS2014.org — San Diego, CA

ABSTRACTS DUE: MARCH 28, 2014

Conference:	**Exhibition:**	**Professional Development Courses:**
October 14-16, 2014	October 14-15, 2014	October 13, 2013 & October 16, 2013

The IMAPS 2014 General Chair, Technical Chairs, Committee, and IMAPS Staff welcome you to the technical team for IMAPS 2014, San Diego: the **47th Symposium on Microelectronics**! Thank you for volunteering your time, energy and ideas to help us shape the best technical program for our industry. You will be contacted by the Technical Chairs and the Staff regularly in the months ahead. The time leading up to the **ABSTRACT DEADLINE is critical**. We will all participate on planning calls, email communications and more. Working together, we spread the responsibilities and time commitments across a very dedicated team of volunteers so as to not overburden you or any one person or people. We all respect your time and commitment and understand that this volunteer work, separate from your job and other responsibilities.

Below, you will find some basic information to help you understand more about the responsibilities of being a Session Chair at IMAPS Symposium – leading up to, during and after the event. From recruiting speakers, to reviewing abstract and papers, to communicating with those in your session, to managing the session duties on-site – this document should help answer the basic questions. But please contact your Technical Chairs, the appropriate Staff of IMAPS and the General Chair as needed.

General Chair:	**Technical Chair:**	**IMAPS Staff:**
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Session Chairs: Overview & Responsibilities

A key element in the success of the technical program is the Session Chairs. These individuals, Subcommittee members of the IMAPS Technical Committee, can be of great assistance in bringing quality to the program. Session Chairs should be well known and respected throughout the industry for their technical expertise. Each should be sufficiently knowledgeable concerning technical developments within the scope of his/her session as to be able to offer constructive criticism and suggestions to authors to strengthen their papers and to moderate question and answer periods adroitly. By virtue of their status within the industry, they can also be of considerable assistance in persuading the most competent authors to submit papers for presentations.

Responsibilities & Action Timeline: *Times & Duties below are guidelines only. Please follow more specific actions items and deadlines as discussed, emailed with the technical team.*

- **9-6 Months Prior to Symposium:** join the team of session chairs and discuss your session chair assignment and duties with committee
- **9-6 Months Prior:** actively solicit speakers to submit abstracts to the symposium. Invite colleagues, friends, suppliers, customers. Each session chair is required **to recruit at least 6 speakers to fill their session**. More are expected. You can recruit speakers outside of your topical/session area as well.
- **6 Months Prior:** review abstracts tagged to your session/topical area during the "paper selection" process.
- **5-4 Months Prior:** *PEER REVIEW* papers tagged to your session/topical area during the "PEER REVIEW" process. Recommended to try to identify "best of session" while conducting these reviews.
- **2.5 Months Prior:** Session Chairs contact each speaker in their session to help confirm participation. When necessary arrange for alternate speakers. Forward changes to the Technical Chair(s) and IMAPS Headquarters immediately.
- **2 Months Prior:** Session chairs are responsible for selecting the "Best Paper of Session".

- **1 Month Prior (Optional):** Contact authors and request a copy of their slides in advance of the symposium/conference. Review the slides for visual quality per the recommended style guide. Make any necessary recommendations to the speaker for improvements or corrections. *Has not been attempted at IMAPS to date…*
- **2 Weeks Prior:** Invite the speakers to participate in Speaker's Breakfast on the morning of their talk (inform them of the room location and time). Inform all speakers in your Session of hours and location of Speaker Ready Room. Offer any last minute help to novice speakers, and address special requirements for the talk, i.e., overhead projector operator, lighting, interpreter, etc. Remind the speakers of the time limitations (e.g. 20-minute talk and 5-minute question and answer).
- **2 Weeks Prior:** Help staff to solicit a brief written biography from each speaker. Review biographical information with each speaker prior to the Symposium. Introductions should not take longer than 2 minutes.
- **1 Day Prior:** Session Chairs must meet with Symposium Technical Program Chair and staff for briefing on responsibilities and duties.
- Session Chairs must meet with their speakers prior to the start of their sessions to ensure that all are present and to verify requirements for visual aids, practice room time and location, time and location of session, speaking order, length of talk, Best of Session awards, etc.
- **Morning of Your Session:** Attend Speakers' Breakfast on the day of your Session and address any last minute needs for your session or speakers. Review biography with each author, and obtain any special announcement information from the Technical Program Chair.

During Your Session:

- Arrive early in session room and check out audio/visual equipment and coordinate any tasks with your Co-Chair.
- *Decide with your co-chair who will announce which speakers in advance. Co-Chairs generally split in half or alternate speaker introductions and/or announcements.*
- Meet your speaker, ask about pronunciation of names (if necessary), make sure they loaded presentation onto session computer, and assist in any way necessary.
- Site near front of the room. From the podium, call the Session to order on time. Remember: You are in charge of the Session; take control.
- Ask people entering the room to take their seats quickly. Point out the (emergency) exits if necessary / not obvious.
- Introduce the Session and make any special announcements as required *(staff will identify key items such as times for breaks, TURN OFF mobile phones, etc., no photography during sessions, key events following session, and more.).*
- <u>Announce that BEST OF PAPER announcement will be made at end of session after last speaker is complete.</u>
- (Check with Staff First) Explain the Session evaluations and how to complete them. Collect before participants leave the room.
- Help each speaker with the attachment of lavaliere microphone. Make sure they have placed microphone properly for good audio quality.
- Introduce each speaker from their biographical sketch, ~1 minutes.
- Use the timing lights to control length of talks (IF AVAILABLE), make sure speakers understand the lights and timing procedure. Make sure the speakers can see the lights. (20 minutes per talk with 5 minutes for questions).
- Hold times for talks on schedule! (20 minutes per talk with 5 minutes for questions – unless otherwise noted)
- Announce any breaks and location. Announce the current time, the length of the break (30 minutes), and when the session will reconvene.
- Start the second half of the Session on time.
- During the question periods, ask the audience to step to the microphone and introduce themselves prior to asking their question. Limit one question to each person, unless more time is available. Repeat the question for the audience prior to speaker response in the event that the person asking the question did not use a microphone.
- Have a question or two ready to ask of each presenter in the event that the audience does not have any questions.
- In the event that a large number of questions are being asked of the speaker or a controversial point is being debated at length, ask the audience to wait until the end of the talk when there is more time, or get with the author personally after the Session. STAY ON TIME!
- Be prepared to address any lighting, audio, or projection problems with staff and A/V technicians. You are NOT responsible to troubleshoot computer or A/V issues. Just alert the technicians standing by in the halls or the staff immediately.
- After each talk, thank speakers for their papers and their presentation. (HINT: Make them feel appreciated so they will want to submit an abstract again for next year's Symposium.) Please present the speaker with their speaker CERTIFICATE at this time. If any issues with certificates, please let the staff know.
- As appropriate, present certificate for **Best Paper of Session <u>at end of the Session</u>**.
- Indicate that the selection was made by tabulating respective IMAPS Technical Committee Subcommittee members' ratings, based only on the written manuscripts, and that the Best Paper of Session is eligible for the Best Paper of Symposium Award. If any questions arise regarding the selection for the award, contact the Technical Program Chair for clarification and/or resolution.
- Announce the conclusion of the Session to the audience.
- Throughout the session, monitor the activity and complete the session evaluation form provided by staff. Return to staff onsite when session has ended.

After Your Session:

There may be some follow-up duties with your speakers, survey needs and tabulation and other minor duties. Staff typically handles these areas; however, you might be contacted to assist from time to time. Please share any feedback you have with the technical committee and staff – attendance, worthwhile session, problem speakers, no-shows, issues you found, new ideas for next time, your interests for the future…