

GENERAL SESSION INFORMATION

1. 4-6 presentations with a 1 ½ to 2 hour time slot per session
2. If sessions have more papers, it will be divided into 2 or more sessions (A, B, etc.).
3. Each presentation should average about 20 minutes in length that includes questions and answers.
4. Power Point presentations: Authors will be asked to have a set of overhead projector transparencies ready, as backup should there be a problem with his/her electronic files or with the equipment.
5. **Please check the website www.hawaii.edu/pacon periodically for all updates and new information on PACON 2008. The Daily Planner and final Technical Program will be posted on the website prior to the conference.**

SHARED RESPONSIBILITIES

Both Session Chairs and Co-Chairs will be responsible for the following:

1. Although PACON receives abstracts from their distribution, please solicit papers to make your session strong.
 - a. Please note all authors are responsible for all expenses incurred in preparing and presenting their papers, including time spent, costs of preparation of manuscripts and illustrations, travel to the conference, abstract and registration fees.
2. All participants including Session Chairs and Co-Chairs are required to pay their own registration fees.
3. Session Chairs and Co-Chairs who are Hawaii residents, ASEAN participants, or Primary Authors (presenting a paper) can register at a special rate of US\$400.

SESSION CHAIR RESPONSIBILITIES

1. Serve as the primary point of contact with PACON.
2. Notify PACON the sequential order in which papers assigned to your session should be presented. Abstracts of your session will be sent to you to assist you in this determination.
3. Before each presentation, give a brief introduction of the presenter. The Presenter's Biographical Data Form will be provided to you (if available from the author) as part of your conference materials.
4. A Session Summary Report form will be given to the Session Chairs before the conference convenes by e-mail or given to you as part of the session chair packet at the registration desk.
5. With the assistance and input of your Co-Chair, complete a Summary Report of your session to include:
 - a) Name of your session
 - b) Name of Presenter (indicate if Primary Author or not)
 - c) Title of Paper
 - d) Short summary describing your Session based on the papers presented will help us prepare the final Technical Report.**
 - e) Number of attendees in your session
 - f) Comments/Suggestions for your session
 - g) Recommendation of papers presented by the Primary Author for possible inclusion in a refereed publication. (Note: Submittal of full manuscripts will be requested from the Primary Author upon your recommendations after PACON 2008.)
6. Please submit your written Session Summary Report form to the PACON registration desk soon after your session has been completed.

SESSION CO-CHAIR RESPONSIBILITIES

1. Assist the Session Chair in items 3 and 5 above.