**Tips for chairing Soil 500 sessions**

Touch base with your speaker 5-7 days prior, let them know you will be introducing them, ask for some bio information, find out their audio visual needs, and arrange to meet in room 154 about 10 minutes before the seminar for setup. Note seminar announcements will include some bio information.

There is a LCD projector in room 154, they can either use their own laptop or bring their presentation on a USB; there is a laptop (PC) assigned to the room which can be picked up from room 268 MacMillan. If your guest speaker is using a Mac, there are adaptor cables in room 268 as well, but allow yourself a little extra setup time to get the correct cable.

Note: there is a class in room 154 prior to the seminar so make sure to sort out any technical issues prior to class.

If you need contact information (email) for your speaker contact Sandra

Day of the seminar

* Meet with the speaker prior
* Setup AV equipment
* Introduce the speaker
* Think about 1 or 2 questions to ask the speaker to “stimulate” the discussion session if needed
* Run the question and answer period
* Thank the speaker