

# TMS2015

## 144<sup>th</sup> Annual Meeting & Exhibition

## Student Monitor Responsibilities

Please review the student monitor responsibilities below and submit the Student Monitor Application Form if you are interested in being a monitor.

We look forward to your participation at this meeting!

### Responsibilities before the Session

- Report to the Presenters' Coffee at 7:00 a.m. each day you are available to monitor for both morning and afternoon sessions. **All assignments for the day will be distributed at this time.**
- TMS will not be assigning sessions in advance of the meeting for TMS2015. Instead, student monitors are asked to review the list of sessions provided so that they are prepared to make their selections onsite. **No assignments will be made in advance of the meeting.**
- Prior to entering Presenters' Coffee, check in with staff at the Technical Programming Desk. You will be given a number that will indicate when you may select your sessions for that day. You may select the sessions you prefer based on the sessions available at the time you make your selection. You will be provided with session attendance sheets and any other information you need for monitoring your session(s). Because sessions will be selected on a first-come, first-served basis, we encourage you to arrive at or shortly after 7:00 a.m.
- After you select your sessions and pick up the attendance sheets, report to the assigned session table to meet the session chair and speakers. Acquaint yourself with the session layout and any special needs of the chair or speakers.

### Responsibilities during the Session

- Assist the session chair with room lighting.
- Test the laser pointer and make sure it is functioning properly. If you notice any problems, or if the laser pointer is missing, notify TMS staff.
- Report the attendance for each talk by entering a count of people in the room on the attendance sheet provided.
- Confirm each presentation was given.
  - If a speaker does not show up or send a replacement speaker for the same talk, enter "No Show" unless it is marked "Cancelled" by the TMS Staff or the Session Chair.
  - If there are replacement presentations for No Show or Cancelled presentations, write in the replacement paper title and the time that it was presented at the bottom of the session attendance sheet. Write "no show" in the space next to the paper that has been replaced (provided it is not already marked cancelled).
- **If you observe any of the following in your room, alert the TMS staff at the Technical Programming Desk immediately:**
  - **audio/visual equipment problems**
  - **unauthorized photographing and/or recording of a session** (As stated in the Technical Program: "*Recording of sessions (audio, video, still photography, etc.) intended for personal use, distribution, publication or copyright without the express written consent of TMS and the individual authors is strictly prohibited.*")
- **If there is a medical emergency in the session room, please assist the session chair by notifying authorities.**
  - In the Dolphin Hotel, walk to the Technical Programming Desk in Atlantic Hall to report the emergency. If you see TMS or hotel staff on your way, report the emergency to that person.
  - In the Swan Hotel or Yacht & Beach Resort, walk to the hotel's front desk to report the emergency. If you see TMS or hotel staff on your way, report the emergency to that person. (Please use the hotel front desk **ONLY** for medical emergencies; other issues, such as A/V or facility issues, should be reported to TMS staff.)

### Responsibilities after the Session

- Fill out the session form completely to receive payment for your time worked.
- Upon completion of the session, return the completed forms to staff at the Technical Programming Desk. You will receive a voucher which allows you to collect your payment at the TMS Registration Desk.
- Monitors will be paid \$30 for the first session and \$10 for each additional session assigned during a morning or afternoon. For example, if you are assigned to a morning and afternoon session you will receive \$60 for the day; if you are assigned to two morning sessions you will receive \$40; if you are assigned to one morning session and two afternoon sessions you will receive \$70.
- Please do not wait until the end of TMS2015 to collect your payment. Payments must be picked up before 12 p.m. following the day of your assigned session(s). Payments for Thursday morning sessions must be picked up by 12:15 p.m. on Thursday.