3. Session Chairs (SC) Key Responsibilities

Session Chair responsibilities include:

      a.   Making a commitment to attend the 1999 Asilomar Conference to chair their session. Session Chairpersons are responsible to find suitable replacements to chair their sessions should unexpected events prevent them from attending the Conference. In addition, Session Chairpersons **must** notify the Technical Chair **and** the Conference Registrar of such a replacement prior to the beginning of the Conference. Check the Conference's Web site for registrar's name and e-mail address (see Section 8, POC information).

      b.   Choosing invited papers. **Session Chairpersons must tell potential speakers whether the session is a poster/non-poster session when known. If the specific format of the session is not known at the time, TACs have the responsibility of making the Session Chair aware of that fact.** In addition, Session Chairpersons must make potential invited speakers aware of the obligation to pay Conference registration fees, and that *one of the authors of the paper must present the work in order for the paper to be included in the Proceedings.*

      c.   Obtaining the following information regarding invited papers and forwarding this information to the appropriate TAC member *on schedule*:

            1.   paper title,
            2.   authors,
            3.   affiliation,
            4.   full mailing address, phone, fax and e-mail of Point of Contact for the paper to whom all correspondence regarding the paper will be sent,
            8.   paper abstract in the format as specified in the Open Call for Papers, in electronic format and in plain text ASCII.

Session Chairs are responsible for providing the following information to their Technical Area Chairs no later than **April 1st, 1999**.

1. Provide invited paper information which includes:

    author names, affiliation, and Point of Contact information for each paper (full mailing address, phone, fax, and e-mail of POC author to whom all correspondence regarding the paper is sent). electronic abstracts in plain text ASCII format.

    Information must be forwarded in the following format:

    File containing(plain text ASCII format):
    session name XXX
    session chair name and affiliation
    invited paper 1 title
        authors and affiliations.
        POC information for the paper (address, fax, phone, e-mail)]
        abstract (50 100 words max)
    invited paper 2 title
        authors and affiliations.
    etc....

Please, note:

    1. Invited papers with **incomplete information by June 1st will not be included** in the Conference Program.
    2. Session chairs are responsible for contacting the authors of invited papers and insure that they provide complete information to their Technical Area Chair by the above deadline.