

# MS&T18 Student Monitor Responsibilities

MATERIALS SCIENCE & TECHNOLOGY

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

We look forward to your participation at this meeting!

## Responsibilities before the Session

- Report to the Technical Programming Desk 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.**
- MS&T will not be assigning sessions in advance of the meeting for MS&T18. Instead, student monitors are asked to review the list of sessions provided so that they are prepared to make their selections onsite.
- 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. 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.
- We will not be providing Authors' Coffee for MS&T18. After obtaining your assignments please report to your morning session room to meet with the session chair and presenters. Coffee service will be available in the morning at the MS&T break stations in the hallway of the convention center.
- If you select an afternoon session, please report to the session room by 1:40 p.m. to meet with the session chair and presenters.

## 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 MS&T 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 MS&T 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 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 MS&T 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 convention center, walk to the Technical Programming Desk to report the emergency. If you see MS&T or convention center staff on your way, report the emergency to that person.

## Responsibilities after the Session

- Fill out the session form completely to receive payment for your time worked.
- Monitors earn \$20 for each half-day session and gain the opportunity to interact with the professional materials scientists and engineers who organize sessions and present papers at the meeting.
- 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 MS&T Registration Desk.
- Please do not wait until the end of MS&T18 to collect your payment. Payments must be picked up before 12 p.m. following the day of your assigned session(s).