On behalf of the <event Name>: *<event theme>* Program Committee and the ITEA Board of Directors, we thank you for accepting our invitation to as a Technical Track Session Chair. Please refer to the attached program schedule for the date and time of your Technical Track Session.

Despite the current conference and travel environment, we are thrilled to have organized a comprehensive and packed agenda that offers plenary presenters, special panels, technical track sessions, and exhibitors of interest to the test and evaluation community. The <event name> will showcase current research, new tools and techniques, leading edge procedures and processes, best-in-class practices, and perspectives of representatives from academia, industry, DoD, and other government agencies on timely, relevant, and emerging topics critical to the future of the test and evaluation.

Please refer to the following information for additional details regarding your presentation and participation at the <event name>:

**<event name> Registration**

In honor of your role as a Technical Track Session Chair, you can take advantage of a special $395 registration rate for the <event name>. If you have not already registered, you can register online at [www.itea.org](http://www.itea.org), or contact Mr. James Gaidry, e-mail: [jgaidry@itea.org](mailto:jgaidry@itea.org), Phone: 703-631-6220, to process your registration.

**Biography** **and Photo**

If you have not already, please send a current short bio (maximum 350 words) and a “head shot” photo (minimum 150-pixel resolution, 300x450 pixel size) to [<event name>@itea.org](mailto:Symposium@itea.org) for publication in the Program Guide and for use in your introduction.

**Hotel Reservations**

If needed, please make your hotel reservations by <room block end date> with the host hotel, <hotel name, address, phone number, fax number>. ITEA has a room block available to all attendees and we are truly pleased to offer our attendees the prevailing FY18 government per diem rate of <locale per diem rate> (not inclusive of taxes).

**Speaker Ready Room**

* Technical Track Session Chairs should contact the presenters scheduled for their Track Session prior to the Workshop to introduce themselves, go over the presenters bio and abstract, and any other logistical details.
* Track Chairs should join us in the Speaker Ready Room at 7 am on the morning of your Track. During this time, you can meet with the presenters scheduled for your Track.
* You will be assigned a laptop computer, remote control/laser pointer, and projector for your Track. A/V technicians will be in the Speaker Ready Room to collect, load, and test run the presentations for your track.
* You should ensure that the laptop computer, remote control/laser pointer, and projector are set up in your Session Room at least 15 minutes prior to the start of your Session.

**Technical Track Session Room Information**

* Track chairs will introduce the track topic, speakers, maintain the schedule, and be prepared for the unexpected.
* There will be a volunteer or Technical Track Session Co-Chair assigned to your Track to assist you in conducting the session.
* At the beginning of each presentation the Session Chair will introduce themselves, the session title, the presenter and the title or their presentation If a speaker fails to appear, the track chair will be prepared to fill the open time with a standby paper, discussion topics, question and answer session, or an open discussion session. Moving papers to new times is not an option, as attendees make their plans to see talks based on the published schedule and room signs. The number one complaint from attendees is that the paper they came to see was not presented at the scheduled time, causing them to miss it.
* Presenters should be in the meeting venue at least 15 minutes prior to the session start to check in with the Session Chair.
* Presenters should sit in the front row of the room and approach the podium as the Track Chair introduces the presenter.
* Presenters can advance their slides by use of the remote control/laser pointer, or the touch pad or page up or down buttons on the laptop.
* Presentations given within Track Sessions are scheduled for 20 minutes for the presentation, with another 10 minutes for questions.
* After the sessions, Track Chairs will hand in the Session Evaluation Forms to the Registration Desk or Speaker Ready Room.

**Publishing Information**

* **Publishing your work in the <event name> Proceedings -** As part of our attendees’ registration fees, they will receive proceedings from this event. All presentations should be cleared by your authorizing agent and you should submit the attached *"*Authorization to Publish*"* statement (please send to [<event name>@itea.org](mailto:Symposium@itea.org) or if necessary, bring it with you to the event). The proceedings will be made available to our attendees electronically within one week of the conclusion of the program.
* **Publishing your work as an article for *The ITEA Journal of Test and Evaluation -*** We encourage you to write a paper on your topic for consideration in *The ITEA Journal*.  The submitting author must complete and sign a copyright agreement and release form and prepare a full manuscript that adheres to *The ITEA* *Journal* guidelines found on the ITEA website, at <http://www.itea.org/index.php/learn/publications>.  If you have any questions, you can contact us at [Journal@itea.org](mailto:Journal@itea.org).

**Dress Code**

<SYMPOSIUM: Class A uniform or duty uniform (Military) / Business (Civilians).>

<OTHER EVENTS: Class B uniform or duty uniform (Military) / Business Casual (Civilians).>

**Points of Contact**

<event name> Chair - <name>, <organization>

Technical Program Chair - <name>, <organization>

Exhibits and Sponsorship Chair -<name>, <organization>

Registration - Mr. James Gaidry, CAE, ITEA Executive Director - e-mail: [jgaidry@itea.org](mailto:jgaidry@itea.org), Phone: (703) 631-6220, Cell: (239) 560-3463

Please let us know if there are any questions that you or your staff might have at this time.

Best regards,

James M. Gaidry, CAE, MBA

Executive Director

[jgaidry@itea.org](mailto:jgaidry@itea.org)

Phone: 703-631-6220

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