50th Dayton-Cincinnati Aerospace Sciences Symposium

Instructions for Session Chairs

Markus Rumpfkeil Venue Chair
James Rutledge Technical Chair

Contact your speakers
You have been provided corresponding e-mail addresses for your presentations. Please contact the speakers to ensure that they are aware of their obligations and to get biographical information for introductions. Please remind speakers that it customary for presenters at academic conferences to remain present in the room for all presentations in the session if possible.

Maintain control of the equipment
Each room is furnished with a digital projector, a screen, and a pointer. Some larger rooms also have a microphone. Contact Markus Rumpfkeil, James Rutledge or someone at the registration desk if you have any difficulty with the equipment. Make sure all equipment remains in the room. No overhead slide projector will be provided; if one is required, please contact Beth Huelskamp no later than the day before the symposium.

Provide a laptop
Rooms are equipped with computers running Windows and PowerPoint. These computers can read and project presentations stored on a USB device. Note that only approved storage devices may be used with government computers, in which case we recommend approved external hard drives or optical media for transferring presentations. A limited number of hard drives will be available at the registration desk. Speakers who cannot provide their presentation on a USB device or who require a different operating system or software must provide their own laptop. If possible, we recommend using a single computer to avoid delays that can arise when changing hardware.

Manage the schedule
It is important to maintain the schedule; people attend multiple sessions and expect the schedule to be correct. Each presentation is, therefore, strictly limited to 20 minutes, including time for questions. Inform speakers as they near their time limit and stop speakers if necessary. If a presentation is withdrawn, do not move other presentations to fill the vacant slot. Instead, take a break and invite people to return for the next presentation.

Moderate questions
The chair is responsible for moderating the questions and should be prepared to ask at least one question if none are offered by the audience.

Score presentations
Score each paper in your session except those that you present yourself. You may score a paper on which you are a co-author so long as you believe you can do so without bias. To help ensure a consistent treatment of scores between the many chairs, we request that you also grade at least three papers from sister sessions in your award category, as identified on the following page. Score sheets are included. These scores will be used to select the best presentations, so your careful consideration is requested. Please drop off your completed evaluations at the registration desk. If required, a scan copy of your completed evaluations form may be emailed to dcass.aiaa@gmail.com, but please do so within a few days of the symposium.

Request feedback
Please remind attendees to complete their DCASS evaluation forms.

Thank you for your support. Your assistance helps to make DCASS a success and is very appreciated.

Award Categories

The following session groups are used to determine best presentation awards. If the sessions are not concurrent, please try to review at least three papers in other sessions within your award category. This will help us to fairly evaluate all presentations.

AWARD CATEGORY	SESSIONS
Air Vehicle Technology	
a. Aerospace Vehicle Design	1
b. Flight Dynamics & Controls	8
c. Acoustics	13
d. High Speed Vehicle Modeling	15
Combustion	
a. Combustion	3
b. Rotating Detonation Combustors	21
Digital Engineering & Machine Learning	
a. Machine Learning for Aerospace Applications	7
b. Digital Engineering 1	11
c. Emerging Machine Learning Applications	18
d. Digital Engineering 2	24
Fluid Dynamics	
a. Computational Fluid Dynamics	6
b. Fluid Dynamics	9
c. Imaging & Diagnostics	10
d. Fluid Dynamics of Jets & Sprays	14
Heat Transfer	
a. Thermal Protection	2
b. Thermal Management	20
Materials & Structures	
a. Composite Materials	5
b. Additively Manufactured Structures	12
c. Materials & Structures 1	17
d. Materials & Structures 2	23
Space Vehicle Technology	
a. Space Systems	4
b. Space Systems & Robotics	16
c. Spaceflight Dynamics & Controls	22
High School	19

Session Chair Evaluation Form

TURN IN BEFORE YOU LEAVE

SESSION NUMBER _____

SESSION NAME _____

SESSION CHAIR _____

INSTRUCTIONS

Please provide a numerical score in each category for every presentation in your session. If possible, on the reverse side score at least three presentations in sister session(s). You are also welcome to identify the best two presentations that you see over the course of the day, regardless of session. Using the following scale, a typical session will have a high score of 7, with 8 and above reserved for superior presentations.

1	2	3	4	5	6	7	8	9	10
Deficient		Poor	Below Average	Average	Good	Very Good		Excellent	Exceptional
Bottom 1%	Bottom 5%	Bottom 10%	Bottom 25%	Bottom 50%	Top 50%	Top 25%	Top 10%	Top 5%	Top 1%

Your Session

Presentation Number	Presenter Name	Attendance	Innovation & Level of Effort	Technical Contribution	Presentation Quality
50DCASS-					
50DCASS-					
50DCASS-					
50DCASS-					
50DCASS-					

Session Chair Evaluation Form (Reverse Side)

Sister Sessions

Session Number	Presentation Number	Presenter Name	Innovation & Level of Effort	Technical Contribution	Presentation Quality
	50DCASS-				
	50DCASS-				
	50DCASS-				
	50DCASS-				
	50DCASS-				
	50DCASS-				
	50DCASS-				
	50DCASS-				
	50DCASS-				
	50DCASS-				
	50DCASS-				

Best Presentations

Please identify the two best presentations that you saw which you consider to be the best for the day, regardless of session. Please explain your reasons.