Session Chair Instructions (Annual Meeting, ATH, NCSD, TOFE)

Before the Conference

- Please contact the speakers in your session before the conference to introduce yourself and to be available for any questions from the speakers. For paper sessions, you can access speakers' email addresses via the meeting platform. Your administrative rights in the meeting platform will activate upon your registration for the meeting. Under your name in the left-hand navigation bar of the meeting platform, click the Manage Your Sessions link. On the session page, scroll to the bottom of the page. Under Reports is a Presenting Author link. Note that the Presenting Author report is a download and does not open automatically in a new window.
- Panel Session Chairs: If needed, you can find the email addresses of panelists by using "Manage Your Sessions" and clicking on a panelist's name. Please communicate all panel details/plans to the panelists and remind them that they need to be registered for the conference to participate as a panelist.
- With your session-chair administrative rights in the meeting platform, you can also add or modify a session description, add or modify session officials, and add attachments.
- Before the meeting, please familiarize yourself with ANS's Session Chair Guidelines: Paper Sessions and Panel Sessions .
- If a speaker tells you before the conference they cannot use USB drives, make alternate arrangements. This could include transferring the PowerPoints to you via the meeting platform. Both you and the speaker need to be registered for the meeting to make a transfer using the meeting platform. If you are bringing speaker's slides to the conference, you will need to put them on a USB drive.

At the Conference

- When you first check in to the meeting at the registration desk, please stop at Speaker Check-In to let us know you are in attendance.
- Speakers will show slides by using USB drives with the conference-provided laptop. Session chairs and speakers cannot use their own laptops; the conference-provided laptop must be used.
- Speakers know to check in with you in your session room at least 15 minutes before the start of your session. They may present you with brief biographical information to aid in your introductions. Or, before the conference, you can ask speakers to provide you with brief bios for introductions.
- Please assist presenters in keeping track of their time so that presentations do not run over. Please do not rearrange the order of the presentations in your session.
- If your session is in the first morning timeslot, the Session Assistant assigned to your session will deliver the session sign to your session room approximately 20 minutes before the session begins. For all other timeslots, the session sign will be in place. Be sure that the Session Assistant assigned to your session locates the controls for the lights and knows how to adjust the lighting to suit the needs of each presentation. The Session Assistant will be familiar with the LCD

projector to assist any speakers with their presentations as needed. The Session Assistant will bring the session-chair form and session sign-in sheet.

- For assistance with audio/visual, sound, lighting, room temperature, etc., inform your Session Assistant, and they will make the appropriate contacts.
- Start your session with a quick introduction.
- If you have a no-show, please hold that time slot and do not move ahead.
- Remind attendees who request Professional Development Hours (PDHs) that they MUST sign in on the Sign-In Sheet and/or complete the in-app session survey.
- The Session Assistant will ask you to sign a Student Program Verification Form to verify their participation in the session. It is the student's responsibility to make sure that they ask you to sign the form.