**Information for Session Chairs**

* **Start your session with a 5-minute intro**
* **Remind in-person attendees who request Professional Development Hours (PDHs) that they MUST sign in on the Sign-In Sheet and complete the in-app session survey. Remind VIRTUAL attendees they must stay logged into the Zoom session for the duration of the session and complete the in-app session survey to obtain PDHs.**
* **Remember to login, on your personal device, to your session via the Zoom link. (Login as an attendee on the ANS platform and ask your AV tech to pull you into the panelist access to view the Q&A)**

At least one-half hour before the start of your session, check in at the Speaker Desk for information on the speakers who have checked in, any substitutions, cancellations, program changes, announcements, etc.

Both In-Person and Virtual Speakers have been instructed to check into the session room at least 15 minutes before the start of the session. They may present you with brief biographical information to aid in your introductions.

Please log into your session via the ANS Winter Meeting Platform. You will log in with the blue attendee button. The AV technician in the room will then give you full access to be able to view Q&A from the virtual audience.

During in-person Q&A, please make sure all attendees use the microphone so the virtual audience can hear.

Please make sure that the session times on the ANS Winter Meeting Platform are followed closely. Please do not rearrange the order of the presentations in your session. If you have a no show, please hold that time slot and do not move ahead.

The Session Assistant assigned to your session will deliver the session sign, panel name tents (if applicable), Session Chair Form, and Sign-In Sheet to your session room approximately 15-20 minutes before the session begins.

In-person speakers will present their own slides. Virtual PAPER presenters will share their screens. Virtual PANELISTS will not have any access to screen sharing and will need someone live in the room to handle all slides.

For assistance with audio/visual, sound, etc., inform your AV technician in the room. For assistance with lighting, temperature, logistics, etc., inform your Session Assistant.

In the unlikely event that your session is interrupted by demonstrators or protestors, temporarily adjourn the session and contact Security and/or ANS Staff. To avoid confrontation, it is important that neither you nor anyone in attendance at the session enter into dialog with any individual who may cause an interruption during the session.

At the conclusion of your session, please complete the Session Chair Form. The Session Assistant will collect this form and the Sign-In Sheet and will return to the Student Office.

The Session Assistant will ask you to sign a Student Program Verification Form to verify participation in the session. It is the responsibility of the Session Assistant to make sure that the form is signed by the Session Chair.