# Session Chair Instructions (NETS)

* Please contact the speakers in your session before the conference to discuss session logistics, obtain brief bios for introductions, and be available for any questions from the speakers. You can access speakers’ email addresses via the meeting platform. When you register for the meeting, your administrative rights in the meeting platform will activate. 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.
* 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](https://www.ans.org/meetings/guidelines/papers/) and [Panel Sessions](https://www.ans.org/meetings/guidelines/panels/) .
* ANS will provide a laptop to each session room that will be used by the session chairs as the “presenting” laptop. Session chairs will need to collect and organize all session talks onto a USB drive and then connect the USB drive to the presenting laptop before the session. Speakers will show slides using the presenting laptop.
* Speakers can transfer PowerPoints to you via the meeting platform, email, Dropbox, etc. Both you and the speaker need to be registered for the meeting to use administrative rights in the meeting platform.
* The session sign for your session room and a session form, which you will complete, will be delivered approximately 20 minutes before the session begins.
* Speakers know to check in with you in your session room at least 15 minutes before the start of your session. If they have not already provided you with brief biographical information to aid in your introductions, they may do so the day of the session.
* Please follow the session times in the program closely. Please do not rearrange the order of the presentations in your session.
* Start your session with a quick introduction.
* If you have a no-show, please hold that time slot and do not move ahead.
* Questions? Contact: <https://www.ans.org/meetings/nets2022/organizers/>