# Session Chair Instructions (TopFuel)

* Please contact the speakers in your session before the conference to introduce yourself and to 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/) .
* Speakers must bring their slides on a USB drive and show the slides via a conference-provided laptop. Session chairs and speakers cannot use their own laptops; the conference-provided laptop must be used.
* 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 use administrative rights in the meeting platform. If you are bringing speaker’s slides to the conference, you will need to put them on a USB drive.
* 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 follow the session times in the program closely. Please do not rearrange the order of the presentations in your session and assist presenters in keeping track of their time so that presentations do not run over.
* ANS will place a session sign outside your session room.
* Start your session with a quick introduction.
* If you have a no-show, please 1) hold that time slot and do not move ahead during the session and 2) inform Ken Geelhood or Colby Jensen about the no-show.