Session Chair Instructions (Winter Meeting, IHLRWM)

Before the Conference

- To find or confirm your session time, use the Search the Program box in the Technical Sessions program. You can search by your name.

- Familiarize yourself with the Speaker Instructions that are posted on the meeting's Resources page.

- 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.

- **Emphasize to presenters that they need to bring their slides on a USB drive.**

- 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 speakers' 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, stop at Speaker Check-In to let us know you are in attendance. At any point before your session, you can ask the Speaker Check-In desk to check the attendance status of the presenters in your session. In the online program, if you scroll to the bottom of the page, information about presenters is available. The podium icon indicates the presenting author.

- **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.

- 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.

- 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, hold that time slot, and do not move ahead. Consider prompting discussion about the session's topic to fill the time and to encourage attendees to remain in the room.

- Inform ANS of any no-shows in your session via the Session Chair Form.

- Remind attendees who request Professional Development Hours (PDHs) that they must 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 they ask you to sign the form.

- Complete the Session Chair Form and turn it in at the registration desk.