Session Chair Instructions (CONTE)

- Please contact the speakers in your session before the conference to introduce yourself, provide feedback about the presentation slides, 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 Resources is a Presenting Author link. Note that the Presenting Author report is a download and does not open automatically in a new window.
- Ask your presenters for brief biographical information for you to use to introduce them during the session. This should be in bullet format and limited to a few highlights (should take no more than about 30 seconds for you to read):
    - Current role / job title
    - Past roles / job titles of note
    - Education / degrees
- 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 .
- You will bring all slides for the session on a USB drive, and presenters will show the slides via a conference-provided laptop. Session chairs and speakers cannot use their own laptops; the conference-provided laptop must be used. Presenters have been encouraged to bring their slides on their own USB as a back-up.
- Speakers know to check in with you in your session room at least 15 minutes before the start of your session. If they haven't already, they can provide you with brief biographical information to aid in your introductions.
- Please follow the session times in the program closely. Please do not rearrange the order of the presentations in your session. 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 Russ Coon or Pat Berry about the no-show.