



# ANS Winter Meeting & Expo 2019



## Information for Session Chairs

- **Start your session with a 5-minute intro**
- **Remind those attendees requesting Professional Development Hours (PDHs) that they MUST sign in on the Sign-In Sheet and complete the in-app session survey**

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

Speakers have been instructed to check in with you in your session room at least 15 minutes prior to the start of your session. They may present you with brief biographical information to aid in your introductions.

Please make sure that the session times in the Official Program are followed closely. Please do not rearrange the order of the presentations in your session. In some cases, other ANS functions may be scheduled in your session room immediately following your session. If this is the case and your session is running longer than expected, please inform your Session Assistant that he/she should wait outside the session room to inform attendees of the next meeting that they should remain outside the session room until your session has finished.

The Session Assistant assigned to your session will deliver the technical session sign, panel name tents (if applicable), Session Chair Form and Sign-In Sheet to your session room approximately 20 minutes before the session begins. Audio/visual equipment will be delivered to your session room shortly before the scheduled start of the session. Be sure that the Session Assistant assigned to assist in your session locates the controls for the lights and is aware of 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.

For assistance with audio/visual, sound, lighting, room temperature, etc., inform your Session Assistant and he/she will make the appropriate contacts.

In the unlikely event that your session is interrupted by demonstrators or protestors, temporarily adjourn the session and contact the Marriott Wardman Park Security. Security can be reached by dialing "11" from the nearest house phone. In order 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 them 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.