AsMA Session Chair Guidelines

SUNDAY BEFORE THE MEETING
- ❑ Attend AsMA Scientific Program Session Chairs meeting, 5 PM on Sunday, in ___Room.

DAY BEFORE YOUR SESSION
- ❑ Check the AsMA Events app for room changes.
- ❑ Meet with your co-Chair to coordinate responsibilities and divide tasks.
- ❑ Read all abstracts that will be presented in your session.
- ❑ Prepare at least one question per talk to facilitate the question and answer periods.

20 MIN BEFORE YOUR SESSION
- ❑ Report to your session room and check operation of
  - ▪ Lectern light, laser pointer, and microphone
  - ▪ Review audio-visual equipment operation with A-V support person.
- ❑ Report any problems to the Program Committee representative or A-V support.

THERE WILL BE AN A-V SUPPORT PERSON IN EACH SESSION ROOM. IF NOT, GO TO THE REGISTRATION DESK TO REPORT PROBLEMS.

15 MIN BEFORE YOUR SESSION
- ❑ Speakers should report to you at least 10-15 minutes before the session starts.
  - ❑ Help them upload/check their talks on the laptop – **they may NOT use their own computers!**
  - ❑ Show them how to use the laser pointer and laptop as needed.
  - ❑ Remind them of time limits and that you will advise them when they have 5, 2, and zero minutes left.
- ❑ Open each presentation prior to session and minimize all but the first. This will reduce the time between talks.
- ❑ **Confirm that the speaker is the one underlined in the program, and if not, have the speakers fill out a conflict of interest form!**
  ONLY THOSE WHO WERE NOT THE ORIGINAL PRESENTER SHOULD FILL OUT THE FORM!

OPENING YOUR SESSION
- ❑ Begin on time.
- ❑ One chairperson should open the session with brief preliminary announcements.
  - ▪ Remind the audience to use the microphones and identify themselves when asking questions, and to silence their electronic devices.
  - ▪ **Make sure any nurses or EMTs sign in on the Nurses sign in sheet.**

DURING YOUR SESSION
- ❑ Chairpersons should alternate for speaker introductions:
  - ▪ Speaker's name, affiliation, position, and topic title
- ❑ **Keep session on time**
  - ▪ **Notify speaker at 5 minutes, 2 minutes, and stop time using the signs provided**
- ❑ Start the Q&A with your prepared questions, if necessary.
- ❑ Make sure all questions and presentations are made using the microphone.
- ❑ If a speaker does not show up, you may allow earlier speakers to take additional questions for that period or open the floor for discussion. Do not advance a later speaker to fill the time.

CLOSING YOUR SESSION
- ❑ One chairperson should close the session on time with a few concluding remarks.
- ❑ **Fill out the session feedback form and leave it at the podium. Make note of any abstracts NOT presented.** Approximate number of attendees is helpful. Note any problems and suggestions for improvement.
- ❑ **Remind any nurses or EMTs to sign in on the Nurses sign in sheet.**

If you have any questions, contact	
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