

Scientific Program Chairs

GUIDELINES

Please use this checklist as a guide to conducting the scientific session you'll be chairing.

SUNDAY BEFORE THE MEETING

- Attend the Program Committee meeting at 5PM on Sunday

THE DAY BEFORE YOUR SESSION

- Check for program or room changes
- Meet with your co-Chair to coordinate responsibilities and divide tasks
- Read all abstracts that will be presented in your session

30 MINUTES BEFORE YOUR SESSION

- Report to your session room
- Check operation of:
 - Lectern light
 - Electronic pointing device
 - Microphone
 - Audio-visual equipment – review with A-V support person
- Report any problems to the Program Committee representative

15 MINUTES BEFORE YOUR SESSION

- Speakers should report to you at least 10-15 minutes before the session is scheduled to begin
- Ensure all presentations have been loaded and will run on computer. Be sure speakers know how to use computer to start their presentations (if necessary) and use pointing devices.
- Confirm that each speaker has provided the PowerPoint to AsMA. If not, make sure it is retained on the hard drive of the presentation computer.
- Remind speakers of their time limits (10 minutes for presentation, 5 minutes for questions). Tell them you will remind them how much time they have left during their presentation.

OPENING YOUR SESSION

- Begin on time
- One chairperson should open the session with preliminary announcements (briefly)
 - Remind the audience to fill out critique sheets
 - Remind audience to move to microphones to ask questions
- Begin session with a few introductory remarks based on session topic(s)

DURING YOUR SESSION

- Chairpersons should alternate speaker introduction:
 - Speaker's name, affiliation, position, and topic title
- Keep session on time
 - Notify speaker at 5 minutes, 2 minutes, and stop time
- Have questions prepared to stimulate discussion
- Repeat questions if inaudible
- If a speaker does not show up, you may allow earlier speakers to take additional questions for that period—DO NOT advance a later speaker to fill an earlier time block.
- Estimate and record the number of attendees (important for CME)

CLOSING YOUR SESSION

- One chairperson should close the session on time with a few concluding remarks
- Fill out the session reporting form and leave it at the podium. Make note of any abstracts NOT presented.**

If you have any questions, contact Pete Mapes (Program Committee Chair), Arleen Saenger (Deputy Program Committee Chair), Lou Moreno (Panel Chair), Valerie Martindale (Poster Chair), or Pam Day, (knows everything).