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 FIL 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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