

Tampa, FL • November 8-12

## Paper Session Chair Instructions

Paper sessions are comprised of between 3 to 6 paper presentations. As a paper session chair, we ask that you review the papers in your assigned session via your speaker tasks and preview the abstracts on the meeting program. Below are instructions to assist you with a smooth session. Thank you for serving as Chair!

<ul style="list-style-type: none"> <li>• Be aware of AV set up</li> </ul>	<p>All meeting rooms are equipped with a PC laptop. Freeman Audio Visual will be managing the upload process for all presentations. Presentations submitted to the Presentation Management System have been pre-loaded onto the laptop in your session room. The meeting room does have WiFi available, but WiFi is not available on the presentation laptops for your presentation (no browser-based links).</p>
<ul style="list-style-type: none"> <li>• Find AV help if needed</li> </ul>	<p>Should problems arise with audio/visual equipment during your presentation session, technicians will be assisting speakers. You may also click the “ASSISTANCE NEEDED” button on the computer in the meeting room and a technician will be immediately sent to your room.</p>
<ul style="list-style-type: none"> <li>• Keep the presentations in order</li> </ul>	<p>Ensure the presenters speak in the order of the abstracts listed in the mobile app/program. This will help meeting attendees manage their schedules and move from multiple sessions in one time block.</p>
<ul style="list-style-type: none"> <li>• Introduce the papers and their authors</li> </ul>	<p>Meet the speakers prior to the session starting. Occasionally a speaker will have a substitute presenting on their behalf. If this was a last-minute change, it most likely will not be noted in the program, so make sure you find out the person’s name and affiliation for introduction.</p>
<ul style="list-style-type: none"> <li>• Keep speakers to their allotted time</li> </ul>	<p>When there are five presentations in a session, presentations are to run no more than 18 minutes each (about 14 minutes for presentation and 4 minutes for questions and discussion after each presentation). With fewer or more presentations in a session, adjust these times accordingly.</p>
<ul style="list-style-type: none"> <li>• Facilitate audience discussion</li> </ul>	<p>Have a few “starter” questions in mind to initiate audience discussion if needed. If presenters do not show up, you can utilize the extra time for Q&amp;A or a roundtable discussion. Floor mics are available for audience questions and table mics will be available for speaker answers.</p>