ARNOVA Guidelines for Session Chairs

Thank you for agreeing to serve as a session chair at one of our sessions at the ARNOVA conference. We are grateful for your service; the quality of the conference relies on your efforts. Please be sure to check the conference schedule here and confirm the session type you are chairing. You will be able to filter the schedule by date, session type and track. You can also type session title or authors into the search box.

Responsibilities for in Person Session Chairs:

• Know who is going to present in your session and exchange contact information with each person in advance.

• In early October an email will be sent to you and those presenting in your session asking all papers be shared with the other presenters as well as the session chair. Once you receive this email, please reach out directly to those in the session you are chairing to ensure everyone shares their papers with each other and are prepared to present. You can also discuss at this time order of speakers in the session and any other details that will ensure a well-run, productive session.

• Arrive at the session room 15 minutes prior to the scheduled starting time. Bring a watch or device to keep track of time. A set of yellow and red timecards will be located on or near the podium. Presenters have been informed that they have up to 15 minutes to present their paper. Inform them that you will use the timecards to enforce the time limits. **The goal is to have at least 30 minutes left for Q&A after the presentations.**

• **All meeting rooms have an LCD projector and laptop set up.** If presenters are early, ask them to be sure they can retrieve their presentation. If there are significant problems causing delays the presenter will have to continue without using their electronic presentation. Once onsite at the conference there will be instructions in the room about how to contact our AV Team if your room has any problems.

• Begin the session on time. People will only come in from the hallways if they feel they're missing something! Introduce yourself and the topic of the panel. Please be brief -- remember that time is at a premium for the presenters.

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• During each presentation, show the white card to the presenter when 5 minutes of presentation time remain. Show the yellow card when 2 minutes are left. Show the red card when there is 1 minute. *The timecards are already in the rooms at the podium. If you need another set – come to the ARNOVA Registration Desk.*

• During the question-and-answer period, please ask questioners to identify themselves and to keep their comments as short as possible to allow the presenters to respond in full. You may have to politely intervene to ask a questioner to get to the point. Be inclusive, allowing as many different people to ask questions as possible. Please prepare a question that is directed to all presenters and that you can use if no one in the audience has a question or if the discussion prematurely reaches a dead-end.

• Please ensure the session finishes on time. Sessions that overrun will affect next sessions. Don't forget to thank the panel for presenting.

Thank you, again, for serving in this critical role at the conference. If you have any questions, please contact us at conference@arnova.org