



SESSION CHAIR GUIDELINES

Pre-Meeting Guidelines

- As the Session Chair, it is your responsibility to provide ongoing communication with speakers between acceptance and presentation.
- Communicate session goals and expectations to all speakers. Let speakers know the intended scope of their presentation and other presentations within the session, ensuring all relevant topics are discussed and there is no overlap.
- Help speakers ensure content is valid and unbiased. Please advise them accordingly.
- Work with ASCPT staff to ensure all speaker requirements are met, including the submission of each speaker's *Conflict of Interest Statement* and *Distribution, Duplication, and Recording Form* to ASCPT.
- With your speakers, discuss the allotted speaking time *before* they prepare their presentations and develop cues for a 2-minute warning and when it is time to wrap up.
- Work with speakers to ensure timely development and submission of PowerPoint presentations by Wednesday, March 14, 2018. Additional presentation details will be provided in early February 2018.
- Inform ASCPT immediately of any speaker changes and replacements; do not enter into a written or verbal agreement regarding funding on ASCPT's behalf at any time.
- Secure outside funding to cover non-member speaker expenses if necessary.

Presentation Time Limits

During the session, please ensure that your session stays on time according to the following guidelines.

Symposium with 4 Speakers

Introduction: 5 minutes

Speaker 1: 20-25 minutes

Speaker 2: 20-25 minutes

Speaker 3: 20-25 minutes

Speaker 4: 20-25 minutes

Q&A: 15 minutes

Do not exceed 120 minutes

Workshop, Roundtable, and Science at Sunrise with 3 Speakers

Introduction: 5 minutes

Speaker 1: 15-20 minutes

Speaker 2: 15-20 minutes

Speaker 3: 15-20 minutes

Q&A: 15-20 minute

Do not exceed 90 minutes

Roundtable and Science at Sunrise with 2 Speakers

Introduction: 5 minutes

Speaker 1: 20-30 minutes

Speaker 2: 20-30 minutes

Q&A: 20-25 minutes

Do not exceed 90 minutes

Session chairs can determine the timing of Q&A – following each presentation or following the conclusion of all presentations as a single Q&A session.

Handouts

Session handouts are required for each Science at Sunrise session. Science at Sunrise Chairs must work with speakers to submit a 1-2 page *maximum* session handout to ASCPT by **Wednesday, February 14, 2018**. The session handout can include an outline of the session, a brief article, additional case studies, and/or a list of relevant references or resources (website links, articles, books, etc). It can be something that the attendees will refer to during the session or can take with them as a follow up for after the session. The goal of a handout is to help enhance the attendee's understanding of the topic and to promote application of the content as it applies to the attendee's research and/or professional responsibilities. When preparing your handout, please keep in mind speaker's distribution consent to post materials from their presentations online.

Session handouts will be provided as a PDF on the ASCPT website and Annual Meeting mobile app. Printing costs for any handouts will be the responsibility of the speaker and/or session chair.

Presentation Submission

All speakers are required to upload their PowerPoint presentations to ASCPT secured Presentation Management Site by **Wednesday, March 14, 2018**. ASCPT recommends submitting presentations less than 10MB in size.

The Society's audio/visual (A/V) producer reviews all PowerPoint slides prior to your presentation in order to ensure text and graphics are compatible with our system.

Speakers who do not upload their presentations by the deadline of Wednesday, March 14, 2018, **MUST** check in at Speaker Ready Room at least 90 minutes prior to the start of their session. **Please verify with your speakers that all presentations have been uploaded at least one hour prior to the start of your session.**

Additional information on uploading your presentation will be provided in early February 2018.

Onsite Audio/Visual Support

Each session will be provided with one LCD projector with a screen, one (PC) laptop, a podium with a microphone and laser pointers, and a head table for the chairs and speakers.

For each session, ASCPT will provide introduction "walk-in" slides, which will include the session title, session chair names, speaker names, speaker presentation titles, and speaker disclosures. Please let ASCPT know as soon as possible if you will require additional slides.

Use of camera or digital recording devices by attendees is not permitted.

On-Site Session Guidelines

- Please arrive at your session 15 minutes in advance of the start time.
- As Session Chair, it is your responsibility to begin and end the session on time, allowing time for questions and answers with the audience.
- Ask speakers to check the provided laptop for the correct presentation.
- Notify ASCPT staff of any audio/visual (A/V) issues in your session room.
- Introduce yourself and each speaker to the audience, providing a brief overview of the session objectives and each speaker's expertise.
- There may be housekeeping announcements at the podium. Please review and announce them at the start of the session. **Inform attendees that per Fire Marshall Regulation, it is prohibited to stand in aisles and walkways. All attendees must be seated.**
- An A/V technician will be nearby before, during, and after your session. Expect that the A/V technician will touch base with you before the session.
- During the question and answer period, please make sure everyone hears the question. Please repeat the question if necessary.
- Remind attendees to complete the online ASCPT Annual Meeting evaluation.
- Thank the speakers at the conclusion of your session.

Questions

Should you have any questions, please contact Liza Avruch, Senior Education and Meetings Coordinator at liza@ascpt.org or (703) 836-6981 x109.