



SESSION CHAIR GUIDELINES

Pre-Meeting Guidelines

- As the Session Chair, it is your responsibility to provide ongoing communication with speakers between acceptance and presentation. You will be contacted by the SPC Chair for a call to discuss the session. In addition, you are required to schedule at least one planning call with all speakers and chairs.
- 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 6, 2019. Additional presentation details will be provided in early February 2019.
- 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.

Budget Information

The session budgets cover travel reimbursement and up to 2 nights at the conference hotel for non-member speakers; please see the [Proposal Brochure](#) for additional information. Session Chairs are responsible for confirming the distribution of the allocated budget for their session with their non-member speakers. We will send speakers the link to register for the meeting and they will reserve their hotel through the link provided in their registration confirmation email. ASCPT member speakers receive a discounted registration, but they are not provided support for hotel reservations, nor reimbursed for travel expenses by ASCPT. It is your responsibility to secure outside funding to cover non-member speakers' expenses if they exceed the budget for the session type. Outside funding sources must be approved by ASCPT prior to entering into an agreement.

Audience Interactivity

Audience Q&A is a vital part of every conference because interactivity helps the audience retain information. Chairs should help keep speaker talks on-time and ensure audience interaction takes place.

Audience Q&A does not have to solely take place at the end of the session. For example, you can open a session with questions to the audience about why they chose to attend this session or what they are hoping to learn. This technique is valuable when you have strong speakers that are able to incorporate topics or questions that the audience wants to have covered.

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

Presentation Time Limits (Recommended)

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 minutes

Speaker 2: 20 minutes

Speaker 3: 20 minutes

Speaker 4: 20 minutes

Q&A: 30 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: 25 minutes

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: 25 minutes

Do not exceed 90 minutes

Handouts

Handouts for Symposia, Roundtables, Science at Sunrise and Workshops are welcome, but not required. The session handout should be a maximum of two pages and 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 and distribution of handouts will be the responsibility of the speaker and/or session chair. Handouts are due to ASCPT by **Thursday, February 14, 2019**.

Presentation Submission

All speakers are required to upload their PowerPoint presentations to the ASCPT secured Presentation Management Site by **Wednesday, March 6, 2019**. ASCPT recommends submitting presentations less than 10MB in size.

The Society's audio/visual (A/V) producer reviews all PowerPoint slides prior to their 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 6, 2019, **MUST** check in at the Speaker Ready Room at least two hours 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 2019.

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 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, time the speakers and ensure they do not exceed allotted times, and allow time for questions and answers with the audience.
- Ask speakers to check the provided laptop for the correct presentation.
- Notify ASCPT staff or the A/V tech in the room 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 Regulations, 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.