ICAM2022 Session Chair Guidelines

DAY BEFORE YOUR SESSION
- ❑ Check the ICAM2022 website for last minute changes : http://www.icam2022.com
- ❑ Read all abstracts that will be presented in your session (will be on-line).
- ❑ Prepare at least one question per talk to facilitate the question and answer periods.

20 MIN BEFORE YOUR SESSION
- ❑ Report to your session room & check operation of
  - ▪ Lectern light, laser pointer, and microphone
  - ▪ Review audio-visual equipment operation with A-V support person (Projection-room).
- ❑ Meet with your co-Chair to coordinate responsibilities and divide tasks. You should both decide to have questions at the end of each talk or of the session.
- ❑ Report any problems to the Scientific Committee representative or A-V support.

15 MIN BEFORE YOUR SESSION
- ❑ Speakers should have reported their presentation materials to the person in charge of A-V support in the Projection-room at least 15 minutes before the session starts.
  - • In case (late) speakers could not do it before, it is possible to upload/check their talks on the laptop. This must be done during the break prior to the session—there is no time between presentations to upload talks.
  - • Speakers **may NOT use their own computers! DO NOT UNPLUG ANY CORDS FROM LAPTOP!!!!!!!!!!!!**
  - • 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 until the end of their slot (22-23 min / 18 min / 15 min for 4 / 5 / 6 speakers - questions included).
- ❑ Open every 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!** Please keep in mind that presenter may be a co-author, and a few presentations will have two speakers.
  ONLY THOSE WHO WERE NOT THE ORIGINAL PRESENTER SHOULD FILL 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 (several will be in room) and identify themselves when asking questions, and to silence their electronic devices.
  - ▪ Tell the audience if questions are to be reserved at the end of the session only

DURING YOUR SESSION
- ❑ Chairpersons may alternate for speaker introductions or may divide duties, just make sure all responsibilities are covered:
  - ▪ Speaker's name, affiliation, position, title.
- ❑ **Keep session on time**
  - ▪ **Notify speaker at 5 minutes, 2 minutes, and stop time using the signs provided**
  - ▪ Most of the 6-speaker sessions during ICAM2022 were scheduled at the end of morning / afternoon in case it was too difficult to keep session on time
- ❑ Start the Q&A with your prepared questions, if necessary.
- ❑ Make sure all questions and presentations are made using the microphone.

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.