

THE ROLE OF THE SESSION CHAIR

WHAT IS THE ROLE OF THE SESSION CHAIR

- INTRODUCE THE PRESENTING AUTHORS IN YOUR SESSION
- ASK QUESTIONS TO THE PRESENTING AUTHOR BASED ON THEIR PRESENTATION
- KEEP TRACK OF TIME ALLOTTED FOR EACH PRESENTER
- KEEP TRACK OF NO-SHOWS AND REPORT IT TO THE TPC CHAIRS

BEFORE THE SESSION

- Reach out to the presenters in your session to request a short bio
- Review the script for Session Chairs and edit how you see fit (see Script slides)
- Make a note of the length of the session and how much each presenter has to make their presentation, including 5 minutes of Q&A

DURING THE SESSION

- If this is a virtual conference, turn on your camera and ask presenters to turn on their camera when presenting
- Introduce yourself
- Introduce your presenters with a short bio
- Keep track of time
 - See FAQ
- Ask questions to the presenter or ask questions from the audience
- Keep track of “no-show” presenters to report to the TPC Chairs
- Thank everyone for their participation
 - See script slides

FAQ

- What if a presenter looks like they will take longer than the allotted time for their presentation?
 - Politely interrupt the speaker and tell them they have 5 minutes left
 - Skip Q&A if need be.
- What if there are no questions for the speaker?
 - As the session chair, feel free to ask any questions of your own.
 - “Since we don’t have any questions, we will move on. Thank you [PRESENTER] for your presentation.”
- What if the presenter is a no-show?
 - In the interest of time, continue to the next presenter. If the “missing presenter” comes in late, move him to the last time slot.
- ONLINE:What if the presenter is having technical difficulties?
 - If a pre-recorded video has been provided, have it played by the room host; ask the presenter to be available to answer questions after the presentation has played.
 - If there is no pre-recorded video, have the presenter go to the Information Desk/Practice Room and come back to present at the end of the session; move on to the next speaker.
- ONLINE:What if the presenter “drops-out” during the presentation?
 - In the interest of time, continue to the next presenter. If that presenter that dropped out returns, move him to the last time slot to either finish his presentation or answer and Q&A.

SCRIPT FOR SESSION CHAIRS - INTRODUCTION

- **Session Chair:** Welcome, everyone! Thank you for joining us for [CONFERENCE NAME/SESSION NAME]. My name is [Session Chair] and I'm the [JOB TITLE] at [COMPANY NAME]. [COMPANY NAME] is the leading provider of [SERVICE].
- Today we are presenting "[TITLE]" presented by [PRESENTER]. Just a little housekeeping before we get started.
 - FACE TO FACE: If you have any questions about the presentation, please wait until after the presentation is over.
 - ONLINE: If you have any questions during the presentation, please type them into the question box in your [ONLINE PLATFORM BEING USED] control panel. I'll read the questions after the presentation and we will also have time for questions towards the end of this session. I also request the presenters to turn their camera on. Kindly mute your mic when you are not speaking.
- Now without further ado, we will turn the time over to [PRESENTER]! Our presenter today is [details/bio of PRESENTER to highlight credibility and expertise on subject matter].
- [Give presentation]
- **Session Chair:** ...So with that, we will go ahead and take some time for questions.

SCRIPT FOR SESSION CHAIRS - QUESTION & ANSWER

- **Session Chair:** Thank you, [PRESENTER]! We will go ahead and take some time for questions now.
 - ONLINE EVENT: Just a reminder, please be sure to type your questions into the question box in your control panel.
- [GO THROUGH QUESTIONS WITH HOST MODERATING THEM AND PRESENTER ANSWERING THEM]
- **Session Chair:** It looks like we've covered all of our questions. [PRESENTER], is there anything else you wanted to cover before a wrap-up?
- **Presenter:** No, I think we're good for now! Thank you, everyone. It was a pleasure being with you today.

SCRIPT FOR SESSION CHAIRS – WRAP UP

- [After last presentation and Q&A]
- **Session Chair:** Great! Thank you, everyone! We appreciate you being here. [MENTION ANY OTHER ANNOUNCEMENTS & MAIN CALL TO ACTION]. Thanks again for joining us today and we will see you next time.

AFTER THE SESSION

- Send update to the TPC Chairs of no-shows
- Share with the General Chair/ComSoc staff general feedback about the session (e.g. technical difficulties, need more volunteer assistance, improvements etc.)