

Session Chair Training Slides



Session Chair Training (1/3)

➤ **Early Preparation**

- ☐ Keep frequent contact with the authors from abstract acceptance and until the conference (forum)
- ☐ Prepare a session agenda slide
- ☐ Read papers and be prepared to ask questions
- ☐ Remind authors to attend the Speakers' Briefing at the conference
- ☐ Inform authors that the Speakers' Briefing is the opportunity to upload their slides and check the presentation; use of room equipment is preferred

➤ **Be prepared to participate in the Speakers' Briefing at the conference**

Session Chair Training (2/3)

➤ **Speakers' Briefing**

- ☐ Familiarize yourself with the equipment in the room and make sure that there are no IT issues
- ☐ Meet with your presenters in your session room
- ☐ Have authors upload their presentations on the session room laptop and check that the files run on the laptop software (or make sure that you can switch laptops quickly)
- ☐ Review biographical information and verify pronunciations
- ☐ Establish time-keeping rules and explain AIAA session protocol
- ☐ Mark the session room sign (outside) for last-minute changes and no-shows

Session Chair Training (3/3)

➤ **Running the Session**

- ❑ Be in the room a few minutes prior to the allocated time for the session
- ❑ Open the session: Have session agenda on screen; Introduce yourself (briefly); Welcome audience; Inform audience of any changes...
- ❑ Manage the presentations: Keep to the schedule; Introduce each presenter; Help with technical issues and emergencies; Control timing of presentations; Manage Q&A, including being prepared to ask the opening question if the audience is silent...
- ❑ Close the session: Inform the audience of other sessions with related topics; Thank the presenters; Thank the audience...



Complete and submit the session chair report