

Session Chair Guidelines

Before Your Session

- 1. Check the Program**
Prior to departure for the meeting, check the program on the website to determine the number and order of the presentations to be presented.
- 2. Check the Program Changes Board**
When you get to your meeting, check the "program changes board" near the GAI Registration Desk to see if any have been made to the session you are chairing; for example, if any presentations have been withdrawn or replaced.
- 3. Arrive Early**
If possible, arrive at the meeting room about 15 minutes prior to the start of the session and familiarize yourself with the controls for A-V equipment. If you encounter problems, immediately alert the Meetings staff at GAI Registration Desk.

During Your Session

- 4. Introductions**
At the start of the session, briefly introduce yourself and explain the timing system to the audience, and as often during the session as you think necessary.
- 5. Start on Time**
Start the session on time - announce the first presentation and author.
- 6. Allotted Times**
The normal allotted time for contributed presentations is 25 minutes (20 minutes to present; 5 minutes for Q & A). Set your time for 18 minutes to give initial warning, then set the final bell to go off 2 minutes later to signal the end of the talk. When this time is up, allow 5 additional minutes for questions relating to the presentation, thank the speaker and promptly introduce the next presentation and speaker.
- 7. Absent Speakers**
Should a speaker fail to appear, call the author of the first supplementary presentation assigned to the session, if any. If that author is not in attendance, call the author of the following supplementary presentation, and so on. If there are no presentations assigned to your session, allow the preceding discussion to continue, or recess the session until it is time for the next scheduled presentation. At the end of the session, call again for the regularly scheduled presentation, if time allows.
- 8. Session Problems**
If any problems arise that you are unable to handle while continuing to chair the session, either go, or immediately send someone to the GAI registration desk for help.