

## Instructions for Session Chairs – 2015 CMS International Conference

Session Chairs are asked to:

1. Arrive in your assigned room prior to the start of your assigned time block (when possible) to greet attendees as they enter. You may also wish to introduce yourself to the audio-visual technician, as you may need to call upon him or her for assistance. Because of tight scheduling, please note that not every room may be accessible in advance.
2. Introduce yourself to each presenter and review with them the order of events and the amount of time allotted for their presentation. Please be sure presenters understand that their assigned time is inclusive of prepared statements, as well as a question and answer period.
3. Welcome the audience. Encourage attendees to sit in the front section of the room, or if attendees are standing in the back of the room, ask them to fill in the seating.
4. Introduce each presenter by providing their name and institutional affiliation **ONLY**. Please do **NOT** read presenters' biographies (attendees will have access to complete abstracts and biographies in the conference program book). If you are the chair for a panel, you need only to introduce the panel moderator, who will introduce the rest of the panel.
5. Please begin on time and do not change the order of the presentations or the times. If a speaker cancels or does not show up, please announce this and either promote discussion during that time or declare a break. It is important that you stick to the printed schedule, as attendees move from room to room and will plan on hearing the next presentation at the scheduled time.
6. **Keep your time block on schedule.** This is the most important duty of the presentation chair! Remember, if your block runs too long, every successive session in your room will run behind as well. Please provide each speaker with a 3-minute warning. If a presenter continues past their allotted time, please stand and thank them for their work, then continue on to the next presenter.
7. If time and the circumstance permits, invite an engaged question-and-answer session following each presentation. To promote flow, kindly allow the next presenter(s) to prepare their area and set up any required audio-visual equipment during the question-and-answer time, provided this is performed in an unobtrusive manner.
8. Acknowledge presenters following their presentations and thank them for their participation.