

Instructions for CMS Session Chairs

As a session chairs, you 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, if applicable, as you may need to call upon her or him 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. Please also make an announcement to please turn off all cellular phones as a courtesy for all in attendance.
4. Introduce each presenter by providing their name and institutional affiliation **ONLY**. Please do not read presenters' biographies, as these will be printed in the conference program book. If you are the chair for a panel discussion, you need only to introduce the moderator, who can introduce the panelists.
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 session on schedule.** This is the most important duty of the chair! Remember, if your block runs too long, every successive session in your room will run behind as well. You may wish to establish a set of hand signals to communicate to each presenter that they have 5 minutes remaining, 1 minute remaining, or that their time has run out and they must conclude immediately. If a presenter continues past their final warning, please stand and thank them for their work, then continue to the next presenter.
7. If time and circumstance permit, invite an engaged question-and-answer session following each presentation. Please note that participants have been asked to prepare their area and set up any required audio-visual equipment during the question-and-answer time preceding their time slot. Do not be alarmed by this overlap and kindly allow this to take place provided this is performed in an unobtrusive manner.
8. Acknowledge each presenter following their presentation and thank them for their participation.