Session Chair Cheat Sheet

Quick Contact: meetings@aas.org

Primary Responsibilities:

- Attend Session chair breakfast, review session chair training.

- Review the block schedule, identify your session date, time and list of speakers (and speaker talk duration)

- Ensure you have access to the slack channel for your session (to find your slack channel, use the channel browser in slack to search by session number or session title). You can also seek help in your session using the #help-desk channel.

- Arrive 10-15 minutes before the start of your session. Upon arrival to the session, check-in with your room monitor/volunteer (if you have one), who can help with questions in the room and on Slack. Familiarize yourself with the laptop setup.

- Welcome the audience to the session-- be sure to state the title and number of the session, and then introduce yourself!

- Remind everyone of the code of conduct and that this is a collegial environment

- Introduce each speaker -- be sure to clarify with the speaker how they would like to be introduced (i.e. first name, last name, institution)

- Keep time! Be sure to use the timer feature on your phone. If a speaker is approaching the end of their allotted time, visually (oral) or verbally (remote) communicate to the speaker that their time limit is nearing.

- All Q&A will occur on your session slack channel and in-person. For questions on Slack, read the questions out loud to the speaker. If you need help with Q&A, please remember you have an AAS volunteer/room monitor at your disposal, or you may request volunteers from the in-room audience to assist.

- Encourage attendees asking questions to introduce themselves.

Speaker did not show up? Do not move talks earlier!

If there is a withdrawal or a speaker has not shown up, do not move talks forward. Instead, please use this time to host a discussion or simply give everyone a break.