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.