

## Session Chairs AHEA23

Dear Session Chairs:

Thank you for your willingness to chair a session during our online AHEA Conference. Your help in communicating expectations and adhering to them will ensure that the meeting runs smoothly. We are counting on you to enliven the discussion by 1) asking stimulating questions, 2) ensuring adherence to the time allocations, 3) introducing each speaker, and 4) troubleshooting as needed. Here are the guidelines for your consideration.

### **GUIDELINES General**

1. The schedule of papers must be strictly observed
  - a) Given in the order in which they are listed in the program,
  - b) 15 minutes for the paper (allowing +/- a few minutes),
  - c) 15 minutes for discussion/ question and answer following each paper
  - d) this may necessitate: filling in time by prolonging discussion or ending discussion when the time is reached.
2. Introduce each presenter: give the title of paper, author(s), affiliation(s), and the name of the person presenting the paper. [You can find short biographies in the abstracts online.]

### **Starting a Session**

- Introduce yourself to the speakers in the session, before the session [by way of email]. Sample text of the email is below.
- Inform all speakers that the time limit is strictly enforced.
- Be prepared for unused time between papers with a stimulating question or a discussion of your own. [It may help to read the abstracts in your session and think about this ahead of time].

### **Conducting the Session** [For the benefit of the audience]

- Keep moving on a lively, enthusiastic basis.
- Keep it on schedule.
- If a speaker nears the 15-minute time (5-minute leeway is allowed), first waive your hands after 15 minutes; then signal a 2-minute warning (by getting the speaker's attention either waive your hand signal 2 minutes or show a paper with 2 minutes on it requesting a wrap up of the presentation).
- Do not start the next paper before its scheduled time.
- Be sure the speaker can be heard.

### **Closing Your Session**

Encourage participants to connect and network with each other.

Thank everyone for their participation.

Write to each paper presenter thanking him/her for participating on behalf of yourself and AHEA.

On behalf of the Program Committee, we thank you for your contributions!

Dear Conference Presenter:

I would like to introduce myself to you as your AHEA 2023 Conference Session Chair. We are looking forward to your presentation and a successful in-person conference. What follows is information for you to consider to ensure that our session runs smoothly. Our session is scheduled to occur on [day, april xx, starting at [fill in the time] and ending at [fill in the time]].

Before the conference:

1. Attend the orientation session for presenters (or watch the video).
2. *Practice your talk* to make sure it does not go beyond 15 minutes.

During the conference:

1. Presentations are given in the order in which they appear in the Program.
2. In the interest of time, come a little early to set up your slides and ensure that the technology works without a glitch.
3. Once the session begins, each speaker will be given a 5-minute warning (after 10 minutes) and a 2-minute warning (after 13 minutes). If you run over, you will be cutting into the time for discussion and Q&A. Your time is over when I call time in the end.
4. Don't hesitate to reach out if you have questions or comments.

I look forward to meeting you and welcoming you to our session.

If you have questions, contact either Zsuzsanna Varga [vargazsuzsi@hotmail.com](mailto:vargazsuzsi@hotmail.com) or Klara Papp [klarakpapp@gmail.com](mailto:klarakpapp@gmail.com)

With best wishes for your success,  
XXX Name