Session Chair Instructions

Paper sessions are comprised of 3 to 6 paper presentations.

Flash poster sessions are comprised of up to 10 flash poster presentations.

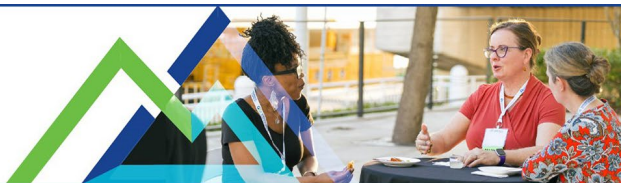**Symposium sessions** are comprised of an overview and 2 to 5 individual presentations.

As a session chair, we ask that you review the presentations in your assigned session via your speaker tasks and preview the abstracts on the meeting program.

Below are instructions to assist you with a smooth session. Thank you for serving as Chair!

Reminders for Inclusivity and Accessibility

- GSA strives to host inclusive, accessible events that enable all individuals to engage fully. To ensure speaker presentations are inclusive, please make sure to be mindful and adhere to the following practices within your meeting room.
- When presenting, speak clearly and directly into the lectern microphone.
- During Q&A, use a microphone on the speaker head table to respond to all audience inquiries.
- Please ask that audience members queue up and ask their questions at the standing microphone in the meeting room's audience area.
- Repeat all questions into the microphone to clarify and ensure that all attendees can hear the question.

• Be aware of AV set up	All meeting rooms are equipped with a PC laptop. INSPIRE Event Solutions will be managing the upload process for all paper presentations. Presentations submitted to the INSPIRE presentation management system have been pre-loaded onto the laptop in your session room. WiFi is not available on the presentation laptops for your presentation (no browser-based links). For flash poster sessions: Speakers will be presenting into a microphone at the front of the room. There will not be a slide component.
• Find AV help if needed	Should problems arise with audio/visual equipment during your presentation session, technicians will be assisting speakers. You may also click the "ASSISTANCE NEEDED"

		button on the computer in the meeting room and a technician will be immediately sent to your room.
•	Keep the presentations in order	Ensure the presenters speak in the order of the abstracts listed in the mobile app/program. This will help meeting attendees manage their schedules and move from multiple sessions in one time block.
•	Introduce the abstracts and their authors	Meet the speakers prior to the session starting. Occasionally a speaker will have a substitute presenting on their behalf. If this was a last-minute change, it most likely will not be noted in the program, so make sure you find out the person's name and affiliation for introduction.
•	Keep speakers to their allotted time	When there are five presentations in a session, presentations are to run no more than 18 minutes each (about 14 minutes for presentation and 4 minutes for questions and discussion after each presentation). With fewer or more presentations in a session, adjust these times accordingly. For flash poster sessions: Speakers have 5 minutes to present their flash poster. The remaining time will be for attendees to walk around to view the posters and interact with the speakers at the poster boards.
•	Facilitate audience discussion	Have a few "starter" questions to initiate audience discussion if needed. If presenters do not show up, you can utilize the extra time for Q&A or a roundtable discussion. Floor mics are available for audience questions and table mics will be available for speaker answers. For flash poster sessions: There is not a formal Q&A time. All audience discussion will take place at the poster boards.