2019 SRA Annual Meeting
Instructions for Session Chairs

First, we thank you for agreeing to serve this important role. The smooth running of the meeting depends on you.

Please report to your session room **at least 15 minutes prior to the start of your session** so that you can be there to meet and assist the speakers in your session, and familiarize yourself with the room set-up. Each session room will have a laptop, LCD projector, wireless lavaliere microphone, speaker timer, podium and podium microphone.

All speakers have been asked to upload their presentations by Wednesday, December 4 to the following site: http://burkinc.net/sraAM/index.php3. Presenters have also been asked to check-in at the speaker ready room (Arlington Ballroom Office next to Registration) a ½ day prior to their session to confirm that their presentation has been received. If the speakers have followed the instructions sent to them, and the AV staff has done their part, you should find that all of the talks for your session will be on the computer in the room. They will be in a folder on the computer with the session designation. It would be good to confirm that this is the case. Please contact the presenters in your session and remind them to upload their presentations by December 4. You can find their email addresses on the online schedule at http://scienceserv.com/sra/2019AM/program/index.php

In case of any technical problems (such as not finding your talks on the computer) use the house telephone, which should be on the wall, to contact AV staff for assistance, or come to the registration desk.

Please start your session promptly. If the first speaker is not there, their time nonetheless begins at the start of the session. You may make a few introductory remarks but keep them very brief as no time is allotted for this in the schedule. (Symposia may differ in this regard.)

Please introduce each talk by announcing the name and affiliation of the presenter and the title of the talk.

Also assist the speakers in any reasonable way such as closing the door if there is hallway noise, assisting with the microphone, etc.

The most important responsibility of the moderator is to keep their session on schedule. Please refer to the schedule in the program for start and end times for each talk in your session. Each presenter has been allotted a 20-minute block during the morning sessions or a 15-minute block during the afternoon sessions. **Note that this is a change from previous years in that afternoon sessions are now 15 minutes per talk, including time for questions.** We have asked all presenters to leave about 3 minutes for questions at the end of their presentation.

There will be a speaker timer in every room. When 3 minutes remain in a given presentation timeslot, stand up and signal the speaker. When 1 minute remains, stand up and *remain standing*. You must stop the presentation at the end of the allotted 15 minutes (afternoon sessions) or 20 minutes (morning sessions) to stay on schedule. Out of courtesy to the audience and other speakers, **it is critical to keep speakers within their time limits.**

If a speaker finishes before their allotted time, the moderator can open the floor for questions; however, if a speaker uses their entire block of time for the presentation, the moderator should encourage audience members to ask the speaker follow-up questions during breaks.

If one of your speakers cancels, do not proceed with the next presentation before the scheduled time. All presentations should occur at the time printed on the schedule. Please announce the cancellation and encourage the audience to attend another session or visit the exhibits or use it as chance for the audience to question prior speakers. Please let the registration desk know if a speaker does not show up so that we can make note of it for future meetings.