Session Chair Training Slides

➢ **Early Preparation**

- ❑ Keep frequent contact with the authors from abstract acceptance and until the conference (forum)

- ❑ Prepare a session agenda slide

- ❑ Read papers and be prepared to ask questions

- ❑ Remind authors to attend the Speakers' Briefing at the conference

- ❑ Inform authors that the Speakers' Briefing is the opportunity to upload their slides and check the presentation; use of room equipment is preferred

➢ **Be prepared to participate in the Speakers' Briefing at the conference**

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Session Chair Training (2/3)

➢ **Speakers' Briefing**

❑ Familiarize yourself with the equipment in the room and make sure that there are no IT issues

❑ Meet with your presenters in your session room

❑ Have authors upload their presentations on the session room laptop and check that the files run on the laptop software (or make sure that you can switch laptops quickly)

❑ Review biographical information and verify pronunciations

❑ Establish time-keeping rules and explain AIAA session protocol

❑ Mark the session room sign (outside) for last-minute changes and no-shows

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➤ **Running the Session**

❑ Be in the room a few minutes prior to the allocated time for the session

❑ Open the session: Have session agenda on screen; Introduce yourself (briefly); Welcome audience; Inform audience of any changes…

❑ Manage the presentations: Keep to the schedule; Introduce each presenter; Help with technical issues and emergencies; Control timing of presentations; Manage Q&A, including being prepared to ask the opening question if the audience is silent…

❑ Close the session: Inform the audience of other sessions with related topics; Thank the presenters; Thank the audience…

➤ **Complete and submit the session chair report**

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