Session Chair Training Slides
Session Chair Training (1/3)

- 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
 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
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