



## Session Chair Guidelines

*Thank you for your time as on-site Session Chair at COM 2022!*

### **BEFORE COM 2022**

Speakers have been notified of the date and time of their presentation and have been given specific guidelines for their presentation preparation. The program is available online on the conference website.

### **AT COM 2022**

A mobile application will be available at the conference. After you download the app to your device, check the live technical program for any last-minute changes onsite.

**There is NO printed program onsite for COM 2022.**

### **Responsibilities**

- Introduce the session topic, introduce the speakers.
- Do the safety note at the start of each session (see script next page).
- Maintain the program schedule.
- Only people with badges are allowed into sessions. Inform a security guard/MetSoc staff if you see someone suspicious.
- Attend the mandatory meeting below.
- Complete the session survey

### **Mandatory Meetings for Session Chairs and Speakers**

- In all technical rooms, all authors presenting that day and all individuals chairing/co-chairing sessions that day must meet to **collect biographies and upload presentations** in the computer. From Monday, August 22 to Wednesday, August 24, meeting times are before sessions or during coffee breaks:
  - **Presenters/Chairs of AM sessions: 07:30-08:00 or 09:10-09:30**
  - **Presenters/Chairs of PM sessions: 15:10-15:30**

### **General Information**

- The presenter preview room is **Outremont 7**. It will be open Monday to Wednesday 07:00-17:00
- All Technical rooms will be equipped with computers, laser pointer, podium microphone, clicker to advance slides.
- Presenters have been instructed to bring a hardcopy of their short biography and their presentation on a USB stick. **No laptop hook-ups are permitted.**

### **During Your Session**

- **START ON TIME:** Use your SMARTPHONE TIMER
- A sample script on page 2 will help you maintain session flow
- **STAY ON SCHEDULE! We have several concurrent sessions so this is very important.** Many attendees move from session to session in order to hear specific talks at specific times.
- **ABSENT SPEAKERS (no-shows):** Should a speaker fail to appear, **DO NOT START THE NEXT PRESENTATION**; honour all presenting times as per the program. If this happens, give the audience time to check their emails, take a break, etc.
- **ALLOTTED TIME:** Speakers have 15 min + 5 min. for questions = 20 min. (keynotes may be 40 min). Please time presentations carefully so the session runs according to schedule.
- **SESSION PROBLEMS:** If any problems arise, please notify AV staff or a COM staff at the registration desk located in foyer of the meeting rooms.



## Sample Script for Session Chairs

### **Two minutes before session starts**

*Good morning/afternoon ladies and gentlemen. Please take your seats as the session will begin in 2 minutes. Please turn off the sound on your cell phones. Note that photographs and recordings are not permitted.*

### **Wait for everyone to settle**

*This session is within the \_\_\_\_\_ theme.*

*Safety Note: In the unlikely event that we need to evacuate the building please proceed in an orderly fashion directly to the outside of the building using the exits and emergency exits and await further instructions from emergency personnel or convention centre staff.*

### **Speaker introduction**

*Our speaker is (Speaker's Name) presenting (Title of Presentation). Read short Biography.*

### **Speaker delivers presentation**

***After 10 minutes, indicate to the speaker 5 minutes left (stand up for example)***

***After 15 minutes thank the speaker for the presentation***

### **After speaker is finished**

*Thank you (Speaker's Name) we have (0–5) minutes for questions.*

***Close the question period at 20 min total.***

***Move to the next speaker and repeat the speaker introduction.***

### **When the presentations are complete**

*I would like to thank you (audience) for your attention and our speakers for presenting their knowledge and experience. Coffee breaks are in the Networking Lounge. Please do not leave any personal belongings in the meeting room as these are not secure.*