

# Session Chair Responsibilities

## As a Facilitator, you will:

- **Check in** with each speaker prior to the session's start time
- Help speakers **load or download** their presentations to the host computer prior to the session's start time. Also, test any audio/video components when applicable.
- **Start** each presentation on time and in order
  - i.e. If a presentation is scheduled to start at 10:15 AM, **it must start at or around** that time.
  - i.e. If a presentation is scheduled to start at 10:15 AM but the 10:00 AM speaker fails to show, **you must wait until 10:15 AM** to start that presentation. *Do not start early.*
- **Convey** with each speaker that **they do not leave** early out of courtesy for all speakers—this is an expectation for them all.

## As a Moderator, you will:

- **Lead** the Q&A portions after each presentation
- **Field** questions from the audience
- **Prepare** question(s) for the speaker in case there are no audience questions, or **ask** some of the **example questions**:
  - Why did you choose this project?
  - What research influenced your methodology/strategy?
  - Did you anticipate different results from what you got?
  - Do you want to explore this research further?
  - Did you enjoy exploring your research question?
  - Ask students about any project-specific questions you think of during the presentation.

## Frequently Asked Questions

- When should I expect speakers to arrive for a session?
  - Students are instructed to **arrive 15-20 minutes early** so they can **preload their presentations** and verify it can be viewed properly.
- What happens if a speaker is late?
  - **Skip** their presentation and **take** a short break.
  - If the student does arrive before their assigned start time, they can still present. However, they will be **cut off** at their **assigned end time** so you can move onto the next scheduled presentation, and every succeeding presentation **must start** at the **assigned time**.
- What happens if a speaker **fails to show** or **arrives after** their assigned presentation time slot?
  - They **will not** be able to present.
- What happens if we cannot get a presentation loaded or have other technical issues?
  - **Text/Call** Meygan Oliver at [REDACTED]
- What if I have questions about session chair-related topics other than technical?
  - **Text/Call** Kathleen Landers at [REDACTED]