Chair Checklist

- ☐ Review presentations for length and visibility no later than a week before the conference and discuss concerns with the speakers and ambassador from the steering committee.
- ☐ Encourage speakers to upload their presentations in advance using the link provided by the ASA and to bring along a backup copy of their presentation slides on a flash drive.
- ☐ Check the conference program in advance and serve as the main contact for the session with ASA staff in case any changes need to be made during the conference (e.g., reordering of speakers within session, withdrawing a speaker, etc.)
- ☐ Make sure the audio-visual system is properly working. If any issues arise, please contact the ASA Registration Desk.
- ☐ Are both speakers present at the beginning of the session? If one is missing, send a quick text to the phone number they provided to ensure they are on their way.
- ☐ Thank the audience for attending the session. Remind them of the session name, when it starts, and when it ends. If the room is noisy, say something such as "I will wait a few moments for everyone to settle down before we start."
- ☐ Introduce each speaker for no longer than 5 minutes. Arrange beforehand a series of cards/hand signals for letting each speaker know when they have 5, 3, and 1 minute left for their presentation.
- ☐ Thank each speaker after they finish presenting and invite questions from the audience. If a question is hard to hear, restate it for the instructor and audience.
- ☐ If there are not enough questions from the audience, ask a few questions from the list of backup questions provided to you by the instructor.
- ☐ Wrap up the question period for the first speaker on time to allow the second speaker to start at their scheduled time. Wrap up the question period for the second speaker before the end of the session.
- ☐ At the end of the session, thank the audience for their participation and remind them to fill in their evaluation forms.