POTENT PRESENTATIONS
MESSAGE • DESIGN • DELIVERY

Session Chairs Checklist

The quality of the Conference hinges in substantial part on the leadership exercised by session chairs. Chairpersons should be involved early in the process. It is the responsibility of the Session Chair to attend their designated session. If the chair is unable to attend their session, they should contact AEA as soon as possible with a pre-selected replacement.

When Conference Content is Announced

- ❑ Expect contact from AEA regarding your role as chair.
- ❑ Establish initial email contact with all presenters and discussant (if you have one) in your session. This is especially important if you did not preassemble your panel of speakers. Ask everyone to introduce themselves and their work.

2 Months Before Session (August)

- ❑ Coordinate logistics of session with presenters – order of presenters, timing of each talk based on session length, when Q&A will happen. Point the presenters to relevant p2i materials.

2 Weeks Before Session (Late September)

- ❑ Contact speakers by email or telephone to gather their draft presentations. Distribute these among the speakers and discussant (if any), asking everyone to review the material and take note of places to reduce redundancy or capitalize on synergy.
- ❑ Check abstracts online to ensure no changes have been made to the session.

One Week Before Session (Early October)

- ❑ Request a few sentence-long bio from each presenter and prepare your introduction.
- ❑ Check abstracts online (again) to ensure no changes have been made to the session.
- ❑ Communicate final logistics for session – that you will ask for final presentations and transfer to one laptop, that presenters should arrive 10 minutes before session.

Day Before Session

- ❑ Gather all final presentations from speakers and save to a flash drive.
- ❑ Pack the flash drive which contains all presentations.
- ❑ Remind presenters via email of session location and remind them to arrive 10 minutes early.

PRO TIP

REVIEW THE POTENT PRESENTATIONS DESIGN CHECKLIST TO MAKE CERTAIN YOUR SLIDES WILL DELIVER WITH IMPACT AND CLARITY.

IDEA

ARE YOU ACTIVE WITH FACEBOOK OR TWITTER? CREATE BUZZ ABOUT YOUR UPCOMING PRESENTATION. POST COMMENTS ABOUT YOUR SPEECH AND WHERE IT'S AT SO YOUR NETWORK CAN GET EXCITED WITH YOU! IT MIGHT EVEN ATTRACT THE EYE OF THE NEXT CLIENT.

Minutes Before the Session

- ❏ Arrive to the session room about 10 minutes early.
- ❏ If another session is running over their allotted time, make contact with that chair to prompt a quick conclusion.
- ❏ Greet and introduce presenters to one another.
- ❏ Run through the basic logistics of the session, which should have been discussed by email in advance. Show presenters the time cards so they can establish visual familiarity.
- ❏ Review the order in which the presenters will present – Note: This should be the same order as in the program. Attendees skip from session to session to catch papers of interest, thus they anticipate the order of presentation matching the order in the program.
- ❏ Decide how and when questions will be taken (after each paper or at the end).
- ❏ Remove projector cable from computer. Plug in flash drive and open all presentations. Let presenters check presentations for fidelity. Plug in projector cable.

During the Session

- ❏ Make sure that the session starts and ends on time.
- ❏ Welcome the audience and briefly introduce the speakers.
- ❏ Develop a question or two to start off Q&A portion (use only if needed).
- ❏ Moderate the Q&A portion of the session. Guide discussion, facilitate active involvement of the audience and ask attendees to be concise so as to ensure that no one monopolizes the debate.
- ❏ Defuse any tensions through courteous and humorous interventions.
- ❏ Use timing cards to keep to the schedule and allow time for discussion.
- ❏ Offer brief "take away" remarks at the end of the session if there is no discussant.

As the Session is Ending

- ❏ Verbally encourage participants to follow up with each other and attendees after the session.