



Thank you for accepting the invitation to serve as a Session Chair at the Summer Biomechanics, Bioengineering and Biotransport (SB3C) Conference. The details of your session can be found in the Program Book, posted online at: <http://sb3c.org/overview/program-book/>.

Advance preparation:

- Please read the abstracts in your session well in advance.
- You should be prepared to ask questions during the Question and Answer period if the audience does not provide any questions immediately.

Chairing the session – before the session starts:

- Please **arrive** at your session **15 minutes before the start time**.
- Identify and **introduce yourself to your session co-chair**. Discuss how you would like to handle introductions of the presenters (e.g., alternate, split first-three last-three).
- Identify and **introduce yourself to the podium presenters**. Take note of any differences in presenter name with the program so that you can introduce the presenter with the correct name.
- Review the guidance regarding length with the presenters:
 - 12 minutes (max) of talk + 3 minutes for questions.
 - Decide what your signal will be to communicate time (*suggestion: wave at 10 minutes, and stand at 12 minutes to indicate that the speaker should conclude immediately.*)
 - Time limits will be strictly enforced.
- Ask each presenter to quickly check the function of their laptop with the A/V equipment supplied in the room. If there are issues, ask the presenter to transfer their presentation via flash drive to the computer of the presenter before or after them.

During the Session:

- **Introduce yourself (and your co-chair)** and identify the name of the session.
- Introduce each presentation by presenter name, primary institution and title of the talk.
- Time the presentations with your watch or cell phone. **Keep the presentations on time.**
 - If a presentation continues to 14 minutes, you will need to interrupt the speaker and ask them to conclude.
- After the presentation is completed, **ask the audience for questions**. If they do not have any questions immediately, get things started by asking the presenter a question of your own.
- Reserve 30-60 seconds at the end for the presenters to change places for the next talk.
- If a presenter does not show up to present one of the abstracts, please use the time for group discussion of previous presentation to ensure that the posted times of presentation are maintained. If they show up during their assigned slot, you may allow them to give their presentation in the time remaining allocated for their talk.

At the end/after the session: fill out the Session Chair Survey!

- Online at: <http://sb3c.org/session-chair/>
- OR
- By paper (copies provided in the session rooms), and return to the Registration Desk *immediately*.

Questions? Email info@sb3c.org