

ISTFA 2023 - SESSION CHAIRS INSTRUCTIONS

ONSITE RESPONSIBILITIES

- **Day of Presentation:** Pick-up your updated session packet from the ISTFA staff table located in room 106AB. Meet with your speakers in your assigned session room, at least 30 minutes prior to the start of your session to assist with uploading their PowerPoint presentations onto the laptop provided. Review the session details and remind them of the 20 minute presentation time limit. Be prepared to answer questions.
- **Time Frame:** 20 minutes are allotted for each presentation (15 minutes for the presentation and 5 minutes for questions). Make sure **speakers** understand the amount of time allotted for their presentation.
- **Biographies:** If authors did not complete biographies (biographies are included in your session packet), please have them complete a biography sheet while in the briefing. Use author biographies to introduce each author within your session.
 - **Question & Answer:** Please monitor the ensuing Q&A discussion and make sure attendees with questions speak into the aisle microphone. Make sure the discussion is productive and that it ends in a timely manner to allow for other questions. If there are no questions, be prepared to ask 1 or 2 questions to initiate discussion. Ask attendees to give their name and affiliation prior to asking their question.
- **Conference Seating:** The first row of session seating is reserved for Session Chairs and Speakers participating in the session. The remainder of the room is available to attendees.
- **Time Control:** **Please keep on the time schedule printed in the final program.** This allows attendees to plan their day and attend additional presentations in parallel sessions. **In the event of a cancellation or no show, please do not proceed to the next paper.** Take a 20 minute break, and then proceed to the next paper.
- You are responsible for keeping your session moving in a **smooth, timely manner.** If you notice a speaker is taking more time than allotted, signal him/her to wrap up their presentation. This is very important!
- **Cell Phones and Recording Devices:** Please make an announcement at the beginning of each session for attendees to **turn off their cell phones!** In addition, please remind attendees that **recording or taking pictures of any presentation is prohibited.**
- **Microphone setup:** Make sure the podium microphone is arranged in an easy manner for the speaker to use.

SURVEYS:

The conference survey is on the mobile app! It's a brief 5 minute survey so please encourage all attendees to complete the attendee survey via the mobile app before they leave. We value all feedback!

MOBILE APP:

The ISTFA 2023 mobile app will be available at the conference - **please promote the mobile app** (available for Apple and Android devices) during your session! The app features the technical program, exhibitor information, general information, attendee information and **surveys**. Attendees can see registration for technical support.

MEETING ROOM AUDIO VISUAL EQUIPMENT:

Make sure you and your speakers are familiar with the arrangement of the audiovisual equipment in your session. The following equipment is standard for a technical session: laptop computer, digital projector, podium microphone, laser pointer, podium and screen.

ROOM MONITOR:

Each session will have a room monitor. The room monitor is responsible for dimming the lights and taking a count of the number of attendees in the room. In the event that a problem may arise, i.e. A/V equipment malfunction, temperature control, lighting, etc.; the session chair should let the room monitor or any person with a staff badge know about the problem and they will be able to assist you.

ONLINE PROCEEDINGS:

Online proceedings will be available to registered conference attendees and are available for download. An email will be sent out prior to the conference to all registered conference attendees. Attendees can see registration for technical support.