

### **DISCUSSION OF POSITION / RESPONSIBILITIES**

The Session Chair position is approved by the Executive Committee during the Spring Planning meeting. The process is performed with volunteer input from the entire Advisory Committee. After the Spring meeting, the Session Chair has the overall responsibility of managing their session, and can call on support from the IWC Representative, Technical Program Chair, and Conference Staff. This document will summarize the involvement and activities from the approval of abstracts to the end of the conference. These actions are required to maintain quality and consistent conference sessions. It is important to note that in the event the Discussion Leader is not able to handle any of the assigned duties, the Session Chair will assume these responsibilities or find suitable replacement.

### **ABSTRACT SELECTION**

1. Confirm any solicited abstracts to the Technical Program Chair and Conference Manager
2. The Session Chair, in collaboration with the IWC Representative, is responsible for selecting three or four abstracts (depending on length of session) for presentation in their session from those provided by the Technical Program Chair.
3. The selection process will be communicated to the IWC Representative for agreement
4. The remaining abstracts will be invited as reserve papers for the session
5. The Conference Manager will then extend invitations to accepted authors

### **SESSION MANAGEMENT**

Support and assistance will be provided to the Session Chair in completing all the session activities as mentioned above. All deadlines need to be closely monitored and any delinquent documents questioned as to the delay and when completion is expected. The following is a list of session activities that need to be monitored and communicated to the IWC Representative and Conference Manager.

- Session title and description: the description should be 50 to 75 words in length. The title and description will serve as an overview of the session and designed to entice conference participants to attend your session, in addition to attracting Discussers to review the paper.
- Discussion Leader selection: this is an important position that will serve to provide support to you and the discussion portion of the conference
- Paper presentation order and reserve papers: after the paper order is selected, they will be assigned a paper number for the conference and the abstract number will no longer be used. The Conference Manager will provide the new number for the paper to the author and session management.
- Confirm with the authors their paper number and presentation order: in addition, share with the Authors the draft and final deadlines for the paper and PowerPoint presentations along with formatting and non-commercialism documents.

### **PAPER / PRESENTATION SCHEDULE**

The Session Chair must keep the authors aware and accountable of all deadlines. To that end, it is advisable to routinely communicate with the authors in your session. The Conference Manager will send out routine reminders to all parties, but it is up to the Session Chair to make sure all deadlines are met. Instructions and schedules are on the IWC website, but continue to communicate with the authors on a routine basis to gauge progress and to ensure that deadlines are not a surprise. The IWC Representative and Conference Manager should be copied on all communications.

### **PAPER / PRESENTATION QUALITY**

This is the most important task for the Session Chair – reviewing the papers and PowerPoint presentations. The Conference Manager will collect and distribute papers and PowerPoint Presentations. Naturally, the Session Chair will have support from the IWC Representative and Discussion Leader in this task. In addition to the high quality desired, the format of the documents is important and the IWC guidelines need to be followed.

All comments, concerns, questions or suggestions should be forwarded to the authors within the two-week deadline. This would specifically include, but not be limited to, violations of the commercialism policy, paper content not consistent with the submitted abstract, lack of depth or supporting data in the paper, and poor overall paper quality. Specific information can be found on the IWC website. Please note the deadlines to the Authors on submission of the final documents. Once the final documents are received, they must be approved by the Session Chair and the information communicated to the IWC Representative and Conference Manager. Once approved no further changes will be made to the paper. The Conference Manager will then handle the distribution of the documents to the assigned Discussers.

The same procedures are followed for the PowerPoint presentations. Consider the following: too much content per slide, “busy” graphics or diagrams not legible in paper or on slides, font size difficult to read, etc. Specific information can be found on the IWC website.

If an author is unable to provide satisfactory paper content, is uncooperative in making changes, or consistently fails to meet schedule deadlines, the Session Chair and IWC Representation may jointly decide to drop the paper and substitute a suitable reserve paper.

The Session Chair responsibilities do not end at this point. The Session Chair will assist the Discussion Leader and Discussers in their task of reviewing the papers / PowerPoint presentations and completing their discussion. The Session Chair along with the Discussion Leader and IWC Representative will review and comments on the Discussers’ documents.

### **AUTHORS' BREAKFAST (MORNING OF THE SESSION)**

The Session Chair should handle the following activities at the breakfast.

- Introductions between the Authors, Discussion Leader and Discussers
- Biographical / introduction information confirmed
- Procedures and time limits reviewed – there will be detailed instructions on the table for the Session Chair to follow. The time limits are critical to follow so that the other sessions are starting and finishing each paper at the same time.
- The time limits are 25 minutes for the paper, 10 minutes for the prepared discussion, 5 minutes for the authors' follow up and then 10 minutes for question and answers from the floor.
- All presenters should arrive prior to the session to check computer / remote operations
- Note all presentations will be preloaded on the computers by the IWC staff and there will be on-site technical support if needed

### **BEFORE THE SESSION BEGINS**

The Session Chair should confirm the following prior to the session.

- Equipment check – computers, pointers, remote and microphones
- Presentation check – ensure all presentations are on the computer and working correctly
- Presenters – discuss operations of equipment
- Session Management Seating – based upon the setup of the room and number of seats on the platform, review the seating assignments for the platform. Advise Speakers and Discussers who will not be on the platform to sit near the front of the room to facilitate smooth transitions between speakers.

### **DURING THE SESSION**

- The session will be opened by the IWC Representative with introductory comments and the introduction of the Session Chair. The Session Chair will introduce the Discussion Leader and provide a brief outline of the session. The Session Chair will introduce each Author prior to their paper. The Discussion Leader will then introduce the Discussers after the Author has completed their presentation.
- In the opening remarks, the Session Chair will include procedures and time schedule. Included in the announcements are no photography, recording, or cell phone use during the presentations. Remind everyone of the emergency exits and to silent their phones. Additional announcements may be presented at the Speakers Breakfast.
- The Session Chair is responsible for strictly adhering to the published time schedule for your session. If any presenter goes beyond their allotted time, the Session Chair must intervene. A timer will be provided to assist the presenters in keeping track of the time remaining in their presentation.

- The Session Chair should announce the break in the session according to the published schedule, and remind the audience of the restart time. It is important to restart the session promptly at the scheduled time. The IWC does provide assistance in this area with hall announcements.

**AFTER THE SESSION**

- At the end of the session, thank all the participants in your session.
- Session management survey should be completed and returned to the IWC Representative. Provide comments on exceptional presentations or any problems / issues during the session. This input will assist the IWC in future conferences.
- After the conference, authors can complete an addendum to their papers. No changes are allowed once the final version has been approved, but the addendum does provide the author with an opportunity to clarify any information that was brought up with the discussers or during the question-and-answer session. The Conference Manager will handle the request and deadlines for the addendum while the document will be reviewed by the Session Chair and IWC Representative.