Impact

Your role as a Session Chair for ASHE 2019 helps ensure that each session, and ultimately the conference, runs smoothly and on-time. You also provide clarity and organization for presenters, discussant, and attendees. Ultimately, you are an ambassador of the Association and are responsible for helping to ensure an impactful session.

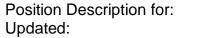## Responsibilities & Commitment

- **Before the Conference**
  - Familiarize yourself with the ASHE Conference Portal (see Appendix B for instructions on accessing session papers and contact info)
  - In early October, email the discussant to introduce yourself and ask if they have any special requests for the session (see Appendix C for an example).
  - In early October, email presenters to introduce yourself and remind them of the deadline to submit their papers (see Appendix D for an example)
  - Chairs are encouraged to read the papers after they are submitted. This will help increase understanding of presentations and discussions during the session. However, Chairs are not discussants and there is no need to prepare comments or remarks.
  - Familiarize yourself with ways to make the session more accessible. Resources include: How to Make Your Presentations Accessible to All, Using Personal Pronouns, Just Use A Microphone Already, and the ASHE Conference Accessibility website.
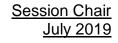
- **At the Conference, Before the Session:**
  - Chairs are encouraged to arrive to the session at least 15 minutes early. There will likely be another session in the room prior to your session, so please be mindful and respectful of other sessions.
  - Gather the Chair, Presenters, and Discussant:
    - Coordinate a laptop to use amongst presenters or figure out a transition process. See Appendix A for a list of A/V Provisions and note what is not provided by ASHE; this will be shared with all presenters and discussants.
    - Review the order of presentations with the presenters and discussant—this should follow the order in the program. *Note: This is important as some people "session hop" and plan their timing according to the list in the program.*
    - Remind presenters and discussants of time allocations.
    - Ensure you have the correct name pronunciation of presenters and discussant.
  - Be mindful of accessibility of sessions: Ensure the microphone is working, ensure there is ample room in the aisles, etc. If any issues arise, contact the ASHE Helpdesk.

- **At the Conference, During the Session:**
  - The Chair is more than a time keeper and is ultimately responsible for the organization and flow of the session.
  - Session Agenda: (75 minutes)
    - Chair introduces yourself and the session (name, organization/institution, role) and reviews the agenda/timing of the session (1 minute)
    - Chair introduces Paper #1 and presenters (1 minute)

- Paper #1 (15 minutes)
- Chair introduces Paper #2 and presenters (1 minute)
- Paper #2 (15 minutes)
- Chair introduces Paper #3 and presenters (1 minute)
- Paper #3 (15 minutes)
- Chair introduces Discussant (1 minute)
- Discussant (10-15 minutes)
- Open Q&A (10-15 minutes)
  - Keep time for the presenters and discussant, alerting them when 5 minutes, 1 minute, and 0 minutes remain.
  - Facilitate the Q&A session by opening the floor and ensuring attendees are duly recognized

- **At the Conference, After the Session:**
  - Alert the ASHE Helpdesk of any issues encountered or any relevant feedback

Timeline
- Spring   Apply for Chair positions through conference portal
- June or July   Notification of Assignment
- August   Assignment of time and location
- October   Contact presenters and discussant
- October 25   Paper due through ASHE Conference Portal
- November   Attend ASHE 2019 Conference and serve as Chair

Training & Support
- This document, including appendixes, serves as the main resource for Chairs. ASHE Staff will also send a few email reminders as well as include information on the ASHE website (www.ashe.ws/presentationresources and www.ashe.ws/ashe2019faqs).
- The ASHE Staff is available leading up to the conference to answer questions and provide additional support as needed.
  - James Hines, ASHE Conference Coordinator, james@ashe.ws
  - Jason Guilbeau, ASHE Executive Director, jason@ashe.ws
  - ASHE Office: (702) 895-2737
- At the Conference, the ASHE Help Desk will be available to support Chairs with questions and issues. This phone number will be provided at check-in.

Qualifications
- The two main qualifications to be a Session Chair are (1) organization and (2) comfortability managing a conference sessions with presenters and discussant
- Current membership in ASHE and registration for ASHE 2019
- Agreement to uphold the ASHE governing policies including Bylaws, Conflict of Interest Policy, and Ethical Principles

Appendix A: ASHE 2019 Audio Visual Provisions

ASHE will provide the following for your session:
- Projector and screen
- HDMI cable to connect projector to participant laptop
- Podium with microphone
- WiFi connection

ASHE does not provide the following:
- Laptop computer
- Adaptors for Mac or PC (e.g. VGA to USB, mini-USB)
- Wired internet connection
- Speakers for individual presentations

Appendix B: Retrieving Papers and Session info from the ASHE Conference Portal

1. Go to: <u>https://convention2.allacademic.com/one/ashe/ashe19/</u>

2. From the Submitter menu, click on the "Chair/Discussant" Link.

3. Find the session. *Note: Any sessions you are attached to will populate on this screen.*

4. Under the "Action" column, click "View."

<u>Presenters and Discussants Contact Info:</u>
On this screen, the papers and presenters as well as the discussants contact info will appear.

<u>Downloading Papers:</u>
Once the presenters upload their final paper, this will be available through a link under their paper titled "download final individual submission file." *Note: If the presenters uploaded any attachments with their proposal, this link will appear with that file.*

Appendix C: Sample email to discussant

Dear NAME,

[Introduce yourself, including name, organization/institution, and role. You can include how many ASHE Conferences you've attended. Remember, this is a great networking opportunity.]

I am serving as your Chair for the session [INSERT SESSION NAME] at ASHE 2019. This is my [#] time serving as a Chair and I am excited to help us organize and manage this session. If you have any special requests or ideas of how we can ensure an impactful session, please let me know.

I will be following up with the presenters in the coming days to introduce myself as well as remind them of the timeline to submit their papers through the ASHE Conference Portal.

[Add a closing]

[Sign your name]
[We suggest including your gender pronouns. You can find more information about using gender pronouns here: Using Personal Pronouns]

Appendix D: Sample email to presenters

Dear NAME,

As ASHE 2019 approaches, I wanted to send a few reminders.

[Introduce yourself, including name, organization/institution, and role. You can include how many ASHE Conferences you've attended. Remember, this is a great networking opportunity.]

I am serving as your Chair for the session [INSERT SESSION NAME] at ASHE 2019. This is my [#] time serving as a Chair and I am excited to help us organize and manage this session.

The ASHE Office will be following up with a variety of reminders leading up to the conference and some general FAQs are answered at www.ashe.ws/ashe2019faqs and presentation resources can be found at www.ashe.ws/presentationresources.

A few things I want to highlight:
- Final papers are to be uploaded to the ASHE Conference Portal by Friday, October 25 at Noon Pacific.
- Each paper will be allocated 15 minutes during the session. I will be the time keeper and alert you of timing during the presentation.
- Please note the ASHE 2019 AV Provisions at www.ashe.ws/presentationresources.
- Please ensure that your presentation is accessible and note that you will need to use the microphone during your presentation. You can find resources at How to Make Your Presentations Accessible to All, Using Personal Pronouns, Just Use A Microphone Already, and the ASHE Conference Accessibility

[Add a closing]

[Sign your name]
[We suggest including your gender pronouns. You can find more information about using gender pronouns here: Using Personal Pronouns]