

Impact

Your role as a Session Chair for ASHE 2020 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 (*we'll provide info closer to the conference*)
- In early October, email the discussant to introduce yourself and ask if they have any special requests for the session (*we'll provide info closer to the conference*)
- In early October, email presenters to introduce yourself and remind them of the deadline to submit their papers (*we'll provide an example closer to the conference*)
- 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
- July Notification of Assignment
- August Assignment of time and location
- October Contact presenters and discussant
- October 26 Paper due through ASHE Conference Portal
- November Attend ASHE 2020 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 *updates for 2020 will be coming in Summer 2020).
- 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 2020
- Agreement to uphold the ASHE governing policies including Bylaws, Conflict of Interest Policy, and Ethical Principles

Appendix A: ASHE 2020 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 presentation