Session Chair Guidelines (15-minute presentations)

Session Timeline (60–65 minutes)

<table>
<thead>
<tr>
<th>Session introduction</th>
<th>Up to 4 minutes</th>
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| Live presentations with Q&A (4 presentations total) | Presentation: up to 11 minutes  
Q&A: up to 4 minutes |
| Session closure | Up to 1 minute |

Before LPSC

- Reach out to the co-chair for your session, introduce yourself, and coordinate session management tasks, which include setting session ground rules, displaying slides, monitoring and moderating webinar Q&A, and time management.
- With your co-chair, determine the preferred method for timekeeping and to issue a 2-minute warning. Suggested apps: Multi Timer StopWatch on Google Play and Multi-Stopwatch in the Apple App Store.
- The LPI will send session chairs a copy of all presentation slides for back-up purposes should a presenter have technical difficulties.
- If a speaker contacts you about a cancellation, notify the program chair, Walter Kiefer (kiefer@lpi.usra.edu), and LPI Meetings team member, Linda Garcia (lgarcia@hou.usra.edu), immediately.
- Do not allow presenters to change the order of presentations as listed in the program. Attendees rely on the published program schedule.
- Identify who will introduce presenters and monitor/moderate the webinar Q&A.
- Familiarize yourself with presentation titles and speakers’ names to avoid mispronunciations.
- Connect to your session at least **20 minutes before** it starts.

Oral Session Introduction

- Kick off the oral session with an introduction of both session chairs, the ground rules for the oral session, and an overview of the session timeline.
- If a speaker is having difficulty connecting to the webinar, alert the AV technician assigned to that session.

During the Oral Session

- Continue to emphasize the session ground rules throughout the session. Some people may join a session late and will not have heard them at the session introduction.
- Do not allow presenters to change the order of presentations as listed in the program. Attendees rely on the published program schedule.
Session Chair Guidelines (15-minute presentations)

- Time management is critical to the success of the session. As chair, you are responsible for keeping the session on schedule.
  - Presentation Duration: The total duration of each live presentation is 15 minutes: 11 minutes for speaking and 4 minutes for discussion/Q&A and speaker transition. You will need to issue a 2-minute warning at the 9-minute mark.
  - If a paper has been withdrawn or a speaker does not appear, call for a discussion of previous papers in that session or related issues.
  - Do not begin the next presentation until the time listed in the program.
  - Presenters will be responsible for sharing their screens and displaying their slides. All presenters will have the opportunity to test remote connections prior to the session.
- Technical Support: An AV technician will be in each room to assist if needed.
- Session Chair Report: Submit the session chair report after the session has concluded.