Session Chair Guidelines (pre-recorded and lightning presentations)

Session Timeline (60 minutes)

<table>
<thead>
<tr>
<th>Session chair introduction</th>
<th>Up to 5 minutes</th>
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<tbody>
<tr>
<td>Consecutive lightning presentations</td>
<td>Up to 24 minutes (8 presenters * 3 minutes each)</td>
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<tr>
<td>Panel Q&amp;A</td>
<td>Up to 30 minutes</td>
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<tr>
<td>Session closure</td>
<td>Up to 1 minute</td>
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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.
- 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.
- At the beginning of the session, presenters will give a 3-minute lightning presentation that summarizes and highlights their longer pre-recorded presentation. They must develop a slide set for the lightning presentation (no more than 3 slides) and submit this set to the LPI no later than March 1, 2021.
- After the March 1 deadline, the LPI will send the compiled file to the session chairs. During the consecutive lightning presentations, you or your co-chair will be responsible for displaying this compiled slide set (via screen share) as each presenter progresses.
- Identify who will introduce presenters, share slides, and monitor/moderate the Zoom 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.
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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.

- Time management is critical to the success of the session. As chair, you are responsible for keeping the session on schedule.
  - Lightning Presentation Duration: The total duration of each live lightning presentation, delivered in consecutive order, is 3 minutes.
  - 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.
  - 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.