



American Ornithology 2017

The Joint Meeting of the American Ornithological Society and the Society of Canadian Ornithologists/Société des Ornithologistes du Canada

July 31 – August 5, 2017 – Michigan State University, East Lansing, Michigan

Session Chair Instructions

Thank you for volunteering to chair your lightning session!

Please note the session you're chairing (day, time and location), which was sent with our initial chair request and can be found in the Program as well (<http://aossco2017.fw.msu.edu/program-and-abstract-books/>).

Please review the Program and note the following:

- the names of the speakers in your session
- any last-minute changes to the schedule


Please arrive at the room at least **15 minutes** prior to the start of your session to give yourself time to meet the volunteer who's there to help you with navigate the laptop storing the presentations and with any technical issues (should they arise), and meet the speakers in your session. We'll also provide a copy of the final chairing instructions as well as a list of your session's speakers.

Where to find your sessions presentations


The A/V tech for the room will help you find the presentation files for your session. All presentations will be available in a Dropbox folder placed on the conference laptop. This folder is organized into successive folders as follows:

Day/ Time/ Session number, name and room

For example:

 Aug 4 – Thursday sessions

 3. Late afternoon session

 G23 Lightning session 1 Kellogg 105

Talks will be numbered in order of presentation and will have the presenting author's name.

5 Minute Lightning Sessions

To signal timing of lightning sessions, Chairs will use a combination of one visual and one audio alert. We will provide the Chair with a card to use as a visual prompt to signal to the speaker that they have reached the 4 min mark of their talk. The audio alert system will be run by the A/V tech and will start at the beginning of the session. This will have a single **audio warning** of American Robin song at 4 min and 30 sec to indicate that speakers have 10 s remaining to complete their presentation and as a signal to the A/V tech and next speaker to transition to the next talk.



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1. Session Timing and instructions to Speakers

- There will be a Session Chair seat at the front of the room in clear sight of the speaker. The following will be at that place:
 - Time remaining cards: 4 min
- Prior to the session, please inform speakers:
 - that you are there to assist them and keep them on time
 - talks in lightning rounds will be **4 min 40 sec, with 20 sec to transition between speakers**. There will be no Q&A between talks, but rather a longer Q&A at the end of the session, so **all presenters are asked to stay for the entire session**.
 - that you will introduce them by name and give the title of their talk
 - that you will hold up a time card at the **4 min point** in their talk to warn them they have **40 sec** remaining.
 - at the **4 min 30 sec** point, you will **stand**, indicating they are almost at the end of their allocated time and at the same time, you'll also hear the song of an American Robin that will continue to play for 30 sec or the transition period between speakers. If they have not finished, they should allow 10-15 sec before stating that we will need to progress to the next talk. Use your judgement – we have scheduled the lightning sessions to be 15min overall shorter than the other general sessions, so as to allow you a bit of leeway in timing. However, do not allow speakers to extend more than a few seconds over 5 min allocations or you will get out of phase with overall schedule of the meeting.
 - ***as soon as the transition signal ends, the timer restarts for the next speaker, so introduce them immediately.***
 - Remember to turn off the alert at the end of all talks in the session.

2. Introduction and Questions & Answers

- At the start of the session, we've scheduled 5 min for you to explain how the session will run. Lightning sessions may be new to some attendees and it'll be important for the audience to understand how the session is structured. Start by introducing yourself, and then review how the session will run, reviewing the same points you discussed with the presenters, including the request that all speakers remain for the Q&A period at the end of the session. This may not take 5 min, but keep to the schedule and have the first presenter begin their talk at 5 min after the start of the session.
- During Q&A at the end of the session please:
 - Invite all speakers for the session to come back to the front of room.
 - Actively direct the questions, rather than allowing the speakers to guide the Q&A.



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- During the Q&A, ask audience members to identify the presenter to whom they are addressing their question first, then ask the question.
- If it appears that all questions are being directed to one or two presenters, ask if there are questions for other presenters before taking more for these speakers.
- Have a question ready if no one looks like asking a question and try to phrase it so it prompts other questions
- When selecting audience questions, please try to ask the younger/students/Early Career members of the audience first.
- If a question is too long or difficult or there are too many questions directed towards a single speaker, please remind the audience that specific issues can be discussed in the breaks.
- Please close the session by thanking all the speakers and tech support, announce the break and remind people when the next session starts and any other messages that may have been given to you by the local organizing committee.
- **Please ensure that your session runs to time and good luck!**

Additional Information – A contact person and phone number will be provided in each room if you require additional information.

Thank you for your help in making the AOS/SOC/SOC meeting a success!