



## 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 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.

Please review the Program (<http://aossco2017.fw.msu.edu/program-and-abstract-books/>) and note the following:

- the names of the speakers in your session
- any last-minute changes to the schedule
- the length of each talk in your session as they will vary depending on whether it is a:
  - General Session (15 min talks)
  - Symposium (talks either 15 or 30 min).


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 navigate the laptop storing the presentations and with any technical issues (should they arise), and to 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.

### General Sessions and Symposia (15 and 30 min talks)

There is an automated alert system that the A/V tech will start at the beginning of the session. This will have: an audio **warning** 2 min before the speaker is to finish (Kirtland Warbler song); a second **end** signal (Northern Cardinal song) to indicate it is the end of their allotted speaking time and to transition to the Q&A; and finally, a **transition** signal (20 sec of American Robin song) to indicate it is time to end the Q&A and a signal to the A/V tech and next speaker to transition to the next talk. As the speaker may not notice these, we will also provide the Chair with cards to use as a visual prompt.



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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: 2 and 0 minutes
- Inform speakers:
  - that you are there to assist them and keep them on time
  - talks in general session are scheduled for 15 min– **12 min for the talk, 2 min and 40 sec for questions, and 20 sec for transition between speakers.**
  - if talks are 30 minutes, the timing will be **25 min for the talk, 4 min and 40 sec for questions and 20 sec transitions between speakers.**
  - at the start of the talk, you will introduce the speaker by their name and title of their talk so they don't have to repeat this.
  - at the 10 min point in their talk (*23 min if 30 min talks*) they will hear the **warning** signal (warbler song), and you will hold up an **AMBER 2 min warning card** to warn them they have **2 min** remaining.
  - at the 12 min point (*25 min for 30 min talks*), they will hear the **end** signal (cardinal song), and you will hold up a **RED 0 min card**, indicating they are at the end of their allocated time. If they have not finished, they should plan to finish within 30 sec to allow time for questions.
  - that following their talk, **you** will direct the Q&A session. This will allow you to determine the number of questions given the time remaining, and to select the audience members asking questions.
  - at the 14 min & 40 sec point (*29 min & 40 sec for 30 min talks*), the **transition** signal (robin song) will start – this is a cue for the present speaker to finish up any question quickly, the A/V tech to prompt the next talk, and the next speaker to be ready.
  - If the Q&A ends early, wait for the transition stimuli to end before starting the next speaker.
  - ***as soon as the transition signal ends, the timer restarts for the next speaker, so introduce them immediately.***
  - that time allocations will be strictly enforced by session chairs

### 2. General Instructions

- When directing the Q&A at the end of the session, please:
  - Actively direct the questions, rather than allowing the speaker to guide the Q&A.



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- **Ensure that the Q&A also adheres to 2 min 40 sec.** You may use your judgement to stretch to the full three minutes so long as the next speaker's slides are put up and the speaker is on hand to start immediately.
- 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, insure you include the younger/students/early career members of the audience.
- If a question is too long or difficult or there are too many questions please remind the audience that specific issues can be discussed in the breaks.
- **At the close the session**, please thank 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!**