GUIDELINES FOR SER SESSION ORGANIZERS

Thank you for organizing a session at the SER annual meeting. Below are some details relating to your session:

TIME ALLOCATION FOR EACH SPEAKER

As the session organizer, you may choose the time allocation for your speaker(s) and if a question-and-answer period will be included in the allotted time. Please provide a specific time allocation for each session participant to ensure that each person knows how much time they have to present and how much time will be available for questions/discussion. Do not allow the combined time for presentation and questions to exceed the allotment. This extra time deprives other speakers of the opportunity to fully present their work.

PRESENTATION EQUIPMENT/SOFTWARE

Each session room will be equipped with a laptop, projector, and microphone. Prior to their presentation, presenters will visit the Speaker Ready Room. There they will upload their slides with the assistance of our AV team. They can upload as early as they would like but, they must upload at least 1 hour prior to the start of their session time. Presenters will not be able to load their slides in the session room, they must load them in advance in the Speaker Ready Room.

SESSION PREPARATIONS

Before the meeting

- At least four weeks before the session, write to presenters with an outline of time allotment for the session. Include information on whether there will be an introduction, whether questions will be taken after each presentation, and whether there will be a discussant and/or discussion after all presentations finish. Ask presenters to send draft slides to you at least one week before the session.

- At least one week before the session, review the slides of all presenters. It is within your prerogative to comment on the presentation with regard to (a) anticipated length (too many or too few slides), (b) amount of detail on the slides (too much text or figures / tables difficult to read), and (c) overlap in content between presenters.

- In the week before the meeting, write to presenters to remind them where and when the session will be held (room number and time), to provide instructions for visiting the speaker ready room one hour prior and to ask them to arrive to the session fifteen minutes before the session begins.

At the meeting, before the session

- Arrive to the room where the session will be held fifteen minutes in advance. Confirm that all technology is in good working order (central machine, projector, presenter's microphone, floor microphones, etc). Assure that all presentations operate on the central machine.

- Greet presenters and ask them to sit in the front row or at a presenters' table, depending on the format. Review the timeline for the session, your timekeeping signals, and procedures for questions (e.g., will they moderate questions or will you moderate questions). Will speakers introduce the next speaker, or will you introduce each speaker?

During the session

- Open the session on time, even if the audience is still gathering. Ask the audience to silence mobile devices. Introduce the topic and the presenters and outline the procedures for the session (time for each presentation, questions after each presentation or at end, discussion or discussant at the end, questions to be taken from seats or at a microphone, etc).

- Introduce the first speaker and begin timekeeping. It is imperative that speakers keep to their allotted time. Give a prearranged signal when the speaker has five minutes left, two minutes left, and no time left. When time runs out, stand and begin to walk toward the podium (this will be most natural if you moderate the questions). If you arrive at the podium and the speaker is still speaking, quietly ask them to wrap up the presentation.

- You may politely interrupt speakers to ask that they speak more audibly, slowly, or clearly.

- Ask questioners to identify themselves and their affiliation before asking a question.

- Managing the question-and-answer period(s) is challenging. Sometimes an interesting dialog occurs, and so long as there is no one else waiting to ask a question, and it does not intrude on the next speaker's time allotment, that is often productive. However, if others wish to ask a question, or time runs short, it is imperative that you stop the dialog and move on. For example, you can say "This is an interesting dialog and perhaps we will have time to continue it at the end of the session. Otherwise, I hope you will continue after we adjourn. For now, I'm afraid we must move on (or we should take the next question)."

- At the end of the session, thank the presenters, discussant (if any), and audience. Be sure to give presenters an opportunity to delete their files from the central machine if they wish.

ROOM MONITOR

Each session room has been assigned a room monitor. They have been instructed to introduce themselves as you arrive. Please look for them to assist you with any issues that may be happening in your session. They can find the correct people to assist if they are unable to do so directly.