



## SESSION CHAIR INSTRUCTIONS

Thank you for serving in this most important role in our DSI Annual Conference! As Session Chair you will be responsible for managing your assigned session. This job will require you to act as moderator, facilitator and host. You may also be a presenter. We are sure you are up to the task!

Your job is to manage the session as well as **provide a laptop for the presentations**. If you do not have a laptop, ask one of the presenters if they have one ready to go.

1. Arrive in the session room early to allow time to connect your laptop to the projector provided.
2. Greet the presenters, notify them of order of presentation and ensure all presenters have their presentation ready on a USB stick.
2. Introduce yourself and begin session on time. Introduce each presentation and presenter. Monitor time for each. Moderate any Q&A.
3. Each presentation time should be **20 minutes** or less if you have 4 presentations in your session. This will give you 10 minutes for introductions and setup time for each presenter, as well as any overall Q&A. If less than 4 presentations, you can adjust presentation time. **Please keep the presenters on time**. If possible, let them know when they have 5 minutes and then 1 minute left.
4. Once all presentations are concluded, **report on your session in the conference app under Session Chair Feedback**. In order to assist us in planning for future conferences, please report on the number of people in your session, the number of presenters and if there were any no-show presenters (presenters scheduled but did not appear/present). This will only take a couple minutes, but is very important. You can also provide any comments if you wish.
5. Read and abide by the ***DSI Professional Conduct at Conferences***.