

2027 Bioremediation, Land Opportunity, Optimization & Minerals

June 14-17, 2027
Austin, Texas

BATTELLE

Session Chair Guidelines

Thank you for your interest in the [2027 Bioremediation, Land Opportunity, Optimization, & Minerals \(BLOOM\) Conference](#)! We are excited to have your participation as a Session Chair for this event. Please see the guidance and recommendations below for what to expect in your role. Please reach out to the Conference Office with any questions (bloomconf@battelle.org).

Upon completion of reading this document, please reply to the invitation email you received from the Conference Office (bloomconf@battelle.org) indicating acknowledgement that you have read, understand, and agree to the Session Chairs guidelines and responsibilities and indicate if you accept or decline the role for the invited topic area.

Conference Attendance and Registration

All technical program participants, including Session Chairs, must register and pay the appropriate technical program fees and attend the in-person event.

Registration fees are the primary source of funding for the Conference and a significant percentage of registrants will make presentations or chair sessions. Please do not accept the invitation to Chair a session if you are unable to commit to registering and attending the Conference.

Abstract Solicitation

Abstract solicitation for your session should be your main priority.

In general, a session must have a **minimum of 6** and preferably, **8-12 abstracts**, to make it into the final program. Prospective sessions with fewer than 6 abstracts are typically combined with other topic areas. This allows for a session of at least 4 platforms with additional abstracts remaining for poster presentations and/or platform replacements if some abstracts assigned to the topic area withdraw before the Conference.

Co-Chair Assignment

Only the Conference Office may invite Session Chairs/Co-Chairs.

Your session may or may not be assigned a Co-Chair at this time. If one has not yet been assigned to your session and you have a recommendation for one, please send the person's name, contact information, and most appropriate topic area of interest to the Conference Office. **Please do not contact the individual and invite them.** The Conference Office will work with the Program Chairs to confirm the recommendation and reach out to the individual with an invitation once approved.

The Conference Office works very hard to ensure that each session has two dedicated Session Chairs to review abstracts and manage the onsite session. This policy is to ensure that there is at least one Session Chair available in case of any last-minute changes, cancellations, or emergencies that cannot be controlled.

Abstract Review

Expect to dedicate 2-4 hours to Co-Chair collaboration and abstract review.

The Conference Office expects to receive ~600 abstracts. Abstracts will first be reviewed by the Program Chairs and tentatively assigned to the most appropriate topic area. Once this process is complete, the Conference Office will contact you and your Co-Chair, if one is assigned, and let you know if your assigned topic area received enough abstracts to move forward. If so, you will be given the timeline and instructions for the abstract review process.

1. Collaboration with Co-Chair

Each Chair should review the abstracts independently, first, and then discuss placement with your Co-Chair. After any differences have been resolved, (e.g., which abstracts to accept, presentation format for each) each Chair should finalize the abstracts in the review system to complete the reviews.

Please do not “finalize” any abstract until you are sure your co-chair agrees with the placement decision—when an abstract is finalized, it is removed from your active review queue and neither Chair can revise the placement, only the Conference Office may make changes after that point.

2. Variety & Balance in Platform Selection

When considering which abstracts to select as platforms, please ensure that your session will present an appropriate range of technical content and perspectives. The Conference Review Committee (e.g., Program Chairs and/or Technical Steering Committee) may reconfigure the session if variety/balance/neutrality isn't sufficient.

To avoid even the appearance of bias:

1. **Do not select multiple abstracts to be presented as platforms by the same person.**

2. **Be cautious about selecting abstracts for platform slots that have similar author lists, deal with the same site, or have presenting authors from the same employer.**

3. PRIVACY

Abstract authors are assured upon submission of their abstract that it will be shared ONLY with members of the Review Committee and the Session Chair(s) for the session their abstract has been assigned to. **Under no circumstances** should any of the information/data in the review system be copied, discussed, and/or shared with someone other than those on the Review Committee or the Co-Chair of your session. Violation of this policy may result in your removal as a Session Chair for the Conference.

If, during your review, you become aware of or concerned with information that appears to be unauthorized, falsified, or plagiarized please notify us immediately (bloomconf@battelle.org) so the matter may be investigated. In good faith, the Conference Office accepts that, by submitting an abstract, the presenter has validated the conclusions, confirmed that the proposed presentation is original, and has obtained any necessary permission (e.g., client approval, copyright) for the content. Neither the Review Committee, nor Battelle, will mediate/arbitrate intellectual property disputes between presenters or companies. Once an abstract has been accepted for the program by the Review Committee and Session Chair(s) and the presenter has been notified of acceptance, only the presenting author, the Company POC, or the Conference Office may remove/withdraw it.

Please do not disclose placement information to speakers, it is always possible that revisions will need to be made as we assemble the program. The Conference Office will contact presenters with placement information once the program has been finalized.

Session Presenter Contact/Communication

If you would like to contact/communicate with the presenters assigned to your session, please reach out to the Conference Office.

Though not necessary for programming or scheduling purposes, Session Chairs may wish to reach out to presenters in their session once abstracts have been finalized. The Conference Office may provide a contact list of finalized presenters to Session Chairs with First Name, Last Name, Employer, and email address.

IMPORTANT: Any presenter contact information or other privacy information provided to Session Chairs is provided for the sole purpose of facilitation of participation in the Session Chair's session at the 2027 BLOOM Conference. Any other use of this data is expressly unauthorized. Presenter information **MUST NOT** be sold, licensed, disclosed or transferred to another party, entered in any electronic databases, duplicated, saved, stored, reproduced, or used in any other manner or for any other purpose outside of the 2027 BLOOM Conference. Failure to comply may result in a violation of privacy laws.

Onsite Responsibilities

- **Attend the Conference.** Onsite Session Chair involvement is vital to the success of the session and the Conference overall. Last minute cancellations/replacements place a significant strain on the Conference to replace your role.
- **Attend the Required Speaker/Session Chair Meeting.** The Conference Office will provide information on the time and location of a required speaker meeting on the day your session is scheduled. This meeting will give you the opportunity to meet the platform presenters in your session and review their biosketch information. During this meeting, Conference staff will provide a brief overview of timers and other equipment in the session room and any other important reminders.
- **Keep the Session Running On Time.** Platform presenters are allotted 25 total minutes for their remarks, including Q&A, and transition to the next speaker. Start your session at the scheduled time and keep it running on time based on the provided agenda so attendees can move between presentations as scheduled. Session Chair introductions or preliminary opening remarks should not exceed 2 minutes.
- **Introduce Platform Speakers/Facilitate Q&A.** Introduce each platform presenter based on the information provided to you from their biosketch. You may find individual biosketch information for the presenters in your session by clicking on their name in the online program. Platform presenters have been reminded to include this information in their profile for this purpose. The Conference Office will collect biosketches from your platform speakers before the Conference and give them to you at your required meeting.
- **Manage the Speaker Timer.** Start/Stop/Reset the speaker timer for each platform speaker and enforce the speaking time limits. Instructions on the use of the speaker timer will be provided in your required meeting.
- **BREAK for No-Show/Fast/III Speakers.** If a speaker doesn't show up, finishes early, or becomes ill, take a break, and wait until the next talk is scheduled to begin.

Session Room Set Up & Equipment

- **Audience Seating.** All session rooms will be set with theater-style seating facing the stage.
- **Session Chair Table.** A table will be set up facing the stage for you to sit at. The table will hold the speaker timer and a microphone to facilitate running the session/making introductions.
- **Session Room Layout.** A stage will be located at the front of the room with a podium. The projection screen will be located to the left or right of the stage. A Tech Table will be located towards the back of the room.
- **Audio Visual Assistance.** A professional AV tech will be located at the Tech Table to coordinate sound, lighting, and equipment. The AV tech will manage pulling up the slides for each speaker. The laptop in each room is located at the Tech Table, not at the podium.
- **Microphones.** A podium mic and slide advancer with built-in laser pointer will be located at the podium. A lavalier mic (if the speaker prefers it) will be available at the Tech Table in the session room.
- **Slide Advancer.** A slide advancer with 3 buttons: left & right arrows to advance slides/go back, and the laser-pointer button, will be on the podium so presenters can control their slides.
- **Q&A Period.** An aisle mic will be available for audience Q&A. Ask participants to use the aisle microphones to ask questions. If they do not, please repeat the question so everyone can hear it.

Other Important Information

Poster Author/Presenters. Please plan to visit the posters in your session during the Poster Presentations & Reception in the Exhibit Hall.