Session Chair Information

Authors/Presenters. It will not be necessary for you to contact any of the authors/presenters in your session before the Conference. The Conference Office will send periodic reminders of due dates to all presenters.

Presentation Sequence. In January you will receive an email from the Conference Office, asking you to confirm the final preferred presentation sequence for your session. We will use that information to assign time slots to the talks.

Each platform talk will be assigned precisely 25 minutes = 18 for the speaker’s prepared remarks + 5 for Q&A + 2 for transition to the next speaker.

Platform Session Date and Time. The day each platform session is scheduled appears in the Preliminary Program, which will be posted on the Conference website by December 20, 2019. The precise starting time for your platform session will be provided in the December email.

Required Speaker/Session Chair Meeting. The December email will provide information on the time and location of a required speaker meeting on the day your session is presented. This meeting will give you the opportunity to meet the platform presenters in your session. During this meeting, Conference staff will provide a brief overview of timers and other equipment in the session room and any other important reminders.

Platform Author/Presenter Biosketches. We will collect biosketches from your platform speakers before the Conference and give them to you at your speaker meeting. The biosketch forms will request that the speaker provide one or two questions you can consider using if needed to start the 5-minute Q&A.

Poster Author/Presenters. Please plan to visit the posters in your session during the Poster Presentations/Reception in the Exhibit Hall. To determine whether the poster presentations from your session are on Monday or Wednesday evening, see the Preliminary Program.

Questions
Gina Melaragno
614-424-7866 | chlorcon@battelle.org