

## Session Chair Tips

### ORAL SESSIONS

#### Before The Hybrid Oral Session:

- Check the [online program](#) for possible presenter changes or updates.
- Practice pronouncing all presenter names and affiliations.
- Know AGU's:
  - [Meetings Code of Conduct](#) for guidance on potential issues you may face as a convener or session chair.
  - [Best Practices for Inclusive Remote Meetings](#).
  - Meetings Guidelines on [Photography and Social Media](#).
    - Photos are allowed for personal use in all settings, including scientific sessions, unless the presenter indicates otherwise.
    - Presenters can display a digital "[No Photo](#)" image on their slides or poster. This image is available for download from the presenter resources page on the AGU23 website.
- Communicate, [at least through email](#), with all presenters outlining how you will moderate the session, remind them of their roles, and ask for discussion questions.
  - Please view the [online program](#) for the session schedule and allotted time for Q&A and any discussion. The best sessions optimize moderated Q&A and discussion (by you), while also addressing questions from the audience. For additional discussion, consider questions that span several of the presentations, like "what's next for this topic or to address future work."
  - Encourage your presenters to ask questions of the group. Prepare some discussion points in case there are not many audience questions. You can allow one or two individual questions after each presentation or decide to wait until after all presentations (may work best for summary presentations).
- All oral sessions will be recorded. The recording will be available for attendees during the meeting, usually within 72 hours.
- Review the [oral session chair guidelines](#) for detailed information including:
  - [Session chair trainings](#)
  - [Session room logistics video](#)

- Introductory slide templates if needed
  - [AGU23 Slide Template 1](#)
  - [AGU23 Slide Template 2](#)
  - [AGU Code of Conduct slide](#)
- Helpful language/notes to add to remarks or introductory slides
  - Closed Captioning: For those who require captioning capabilities, please utilize the mobile app for those services
  - Seating and safety in the room:
    - AGU23 is offering preferred seating for those who have requested accessibility support in all oral session rooms. We ask that session participants please be mindful of those designated areas.
    - Due to safety regulations, attendees may not sit in the aisles or block the aisles or doorways.

#### **During The Hybrid Oral Session:**

- **IF PARTICIPATING ONLINE:** Log in to the session 20 minutes before your session start time. You will receive specific instructions in advance of the meeting.
- Arrive at the session room 20 minutes prior to the start of the session.
- Select one primary chair to introduce and moderate the entire session with co-conveners/co-chairs as back-ups. Identify this person to the technician prior to the start of the session.
- Give short welcome/introductory remarks that acknowledge the audience.
  - Utilize welcome/introductory slides to review code of conduct, general session expectations, and an introduction to the session. These slides can be uploaded in the [Speaker Ready Room](#).
- Due to safety regulations, please stress that your in-person audience members should not sit in the aisles or block aisles or doorways. This will allow for the maximum number of attendees to attend the session and ensure that the city's safety department will not close the session room or stop the session.
- Ensure that all speakers are treated equally and have their fully allotted time.
  - There is a countdown timer for in-person presenters, but chairs will need to manually monitor the time of online presenters.

- Use any reasonable means to stop a speaker who has exceeded the allotted time. The session must stay on schedule for both the audience and other speakers, per the online program.
- Speakers or chairs **cannot** connect their laptops into computer projectors. Speakers have been instructed to load their presentation in advance in the Speaker Ready Room.
- Speakers will run their own presentations from either the presentation platform in the session room or session chairs will run pre-recorded presentations if presenters are online.
- Interrupt speakers to ask them to speak more audibly, slowly, or clearly, if needed.
- Take questions from the online question and answer platform during your session.
  - Designate someone (you or a co-convener/co-chair) to monitor the session Q&A queue and identify and ask the most popular and appropriate submitted questions. Select at least one or two of these questions to ensure that some of the online questions are answered. Please view the [instructions for the Session Q&A](#) to familiarize yourself with the tool.
  - You (the chair), not the speaker, conducts the Q&A discussion by recognizing questions in the chat or asking other questions that you have.
  - Call on presenters to reply or engage in a discussion. You or your co-chair should read the online question (do not call on the attendee).
- If a presentation draws no questions from the audience, ask your own questions to try to stimulate discussion, if time allows. However, some papers elicit more than the usual number of comments; use your best judgement.
- Be aware of signs of aggressive questioning which may border on bullying, especially if directed toward students or early career scientists. Please intervene in real time if you witness such behavior.
- End the session at the scheduled time. If there is active discussion, encourage attendees to continue discussion by reserving a “[discussion pod](#)” for further discussion or utilizing one of the [networking options](#) that will be available.

### **A/V Needs and Equipment**

- [View this video](#) providing an overview of the oral session room audiovisual and presentation management equipment.

- ❑ Each oral session is equipped with a MAC and PC and all available uploaded presentations will be listed on the PC for the session.
- ❑ There is a switcher to choose if the PC, MAC, or Zoom is shown on the big screen.
- ❑ All in-person presenters are required to check into the Speaker Ready Room, presentations **CANNOT** be uploaded in the room and personal equipment **CANNOT** be used.
- ❑ Oral session rooms have a dedicated A/V technician assigned to the room. A/V technicians will monitor the rooms and online presenters and participation.
- ❑ If there are problems with the computer presentation, please contact an A/V technician immediately. Do not go to the next presentation, and do not allow the session to overrun while a projectionist is trying to solve the problem.

**After The Hybrid Oral Session:**

- ❑ Complete your session chair online evaluation form as soon as your session is complete.
  - You will receive an email with a link to the evaluation form prior to AGU23.
  - Include an assessment of the session's attendance as well as any abstracts that were not presented.

## POSTER SESSIONS

### **Before In-Person or Online Poster Session:**

- Check the online program for possible changes or updates.
- Practice pronouncing all presenter names and affiliations.
- Know AGU's:
  - Meetings Code of Conduct for guidance on potential issues you may face as a convener or session chair.
  - Best Practices for Inclusive Remote Meetings.
  - Meetings Guidelines on Photography and Social Media.
    - Photos are allowed for personal use in all settings, including scientific sessions, unless the presenter indicates otherwise. Presenters can do this by displaying a digital "No Photo" image on their slides or poster. This image is available for download from the presenter resources page on the AGU23 Meeting website.
- Communicate, [at least through email](#), with all presenters outlining how you will moderate the session and remind them of their roles.

### **During In-Person Poster Session:**

- Please plan to arrive in the poster area before your session is scheduled to start.
- Make sure authors' poster boards are numbered properly.
- Make sure authors are beginning to set up their posters before the start of the session and are not experiencing problems. We ask that presenters set up their posters by 8:00 a.m. and posters remain up on their board for the entire day of the session.
- Remind authors to remove their posters **by 6:45 p.m.** on the day of their presentation. Any posters not removed from poster boards by 6:45 p.m. will be recycled.
- Make sure authors have clearly posted the time when they will be at their boards.
  - Printed signs can be picked up at the Poster Assistance Booth or presenters who also have created a digital poster can add times to the online gallery.
- Help any authors who are having trouble with layout, set-up, or equipment.
- Encourage participation by introducing individuals in the area to specific authors and performing "crowd control" as necessary.

- ❑ Be aware of signs of aggressive questioning which may border on bullying, especially if directed toward students or early career scientists. Please intervene in real time if you witness such behavior.
- ❑ Note any poster boards that are not withdrawn but are still empty. The evaluation survey referenced below will ask for any “no-show” presentations.
- ❑ No papers may be added or moved to another session and poster presentations **CANNOT** be moved to different poster sessions due to the logistical layout of the poster hall.
- ❑ Should any problem develop with poster set-up, facilities, or equipment, contact an AGU staff person at the onsite Poster Assistance Desk.

**During The Online-Only Poster Session:**

- ❑ Log in to the online program 20 minutes before your session start time. You will receive specific instructions in advance of the meeting.
- ❑ Give short welcome/introductory remarks that acknowledge the online audience.
- ❑ Introduce each speaker before they provide a brief overview of their iPoster or PDF poster.
- ❑ Moderate Q&A discussion between each presentation or at the close of the session with the online audience.
- ❑ Be aware of signs of aggressive questioning which may border on bullying, especially if directed toward student or early career scientists. Please intervene in real time if you witness such behavior.

**After The In-Person or Online-Only Poster Session:**

- ❑ Complete your session chair online evaluation form as soon as your session is complete.
  - You will receive an email with a link to the evaluation form prior to AGU23.
  - Include an assessment of the session’s attendance as well as any abstracts that were not presented.

## eLIGHTNING SESSIONS

### **Before the In-person eLightning Session:**

- Check the [online program](#) for possible presenter changes or updates.
- Practice pronouncing all presenter names and affiliations.
- Know AGU's:
  - [Meetings Code of Conduct](#) for guidance on potential issues you may face as a convener or session chair.
  - [Best Practices for Inclusive Remote Meetings](#).
  - Meetings Guidelines on [Photography and Social Media](#).
    - Photos are allowed for personal use in all settings, including scientific sessions, unless the presenter indicates otherwise.
    - Presenters can display a digital "[No Photo](#)" image on their slides or poster. This image is available for download from the presenter resources page on the AGU23 website.
- Communicate, [at least through email](#), with all presenters outlining how you will moderate the meeting, remind them of their roles, and ask for discussion questions.

### **During the In-Person eLightning Session:**

- Arrive at the assigned eLightning theater 20 minutes prior to the start of the session.
- Select one primary chair to introduce and moderate the entire session with co-conveners/co-chairs as back-ups.
- Give short welcome/introductory remarks that acknowledge the audience.
- Ensure that all speakers are treated equally and have their fully allotted time.
  - Presentation management system will have a countdown timer.
  - Use any reasonable means to stop a speaker who has exceeded the allotted time. The session must stay on schedule for both the audience and other speakers, per the online program, to allow for ample discussion time at the monitors.
- Speakers or chairs **cannot** connect their laptops into computer projectors. Speakers will display their digital iPoster during their 3-minute presentation.
- Speakers will run their own presentations from the presentation platform in the theater.
- Interrupt speakers to ask them to speak more audibly, slowly, or clearly, if needed.

- Be aware of signs of aggressive questioning which may border on bullying, especially if directed toward students or early career scientists. Please intervene in real time if you witness such behavior.
- End the session at the scheduled time and invite audience to continue discussion with authors at their assigned monitors adjacent to the theaters.

**After the In-Person eLightning Session:**

- Complete your session chair online evaluation form as soon as your session is complete.
  - You will receive an email with a link to the evaluation form prior to AGU23.
  - Include an assessment of the session's attendance as well as any abstracts that were not presented.