

SESSION CHAIR TIPS

ORAL SESSIONS

BEFORE THE HYBRID ORAL SESSION:

- Select one primary chair to introduce and moderate the entire session with co-conveners/co-chairs as back-ups (if needed). You will identify this person to the technician prior to the start of the session.
- Check the [program](#) for possible presenter changes or updates. If an oral presenter has withdrawn and you would like to move a poster session into the empty slot, obtain the consent of the poster presenter and then reach out to the [Scientific Program Team](#) to make this schedule change.
- 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 Photos](#)" image on their slides or poster.
- Communicate, at least through email, with all presenters outlining how you will moderate the meeting, reminding them of their roles, and asking for discussion questions.
 - Most oral sessions are organized for individual presentations and then discussion. The best sessions optimize moderated 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).

AGU FALL MEETING

Chicago, IL & Online Everywhere
12–16 December 2022

- Access contact information for your presenter's via the "My Account" tab in the [User Portal](#).
- All oral sessions will be recorded. The recording will be available for attendees during the meeting, usually within 72 hours. Closed captioning will be included.
- View the [oral session chair training](#) and the recorded training [Fantastic Facilitation: How to be a Successful Session Chair](#) for more information.

DURING THE HYBRID ORAL SESSION:

- **IN-PERSON CHAIRS:** Arrive to your session room 20 minutes before your session start time.
- **ONLINE CHAIRS:** You will receive an email from Zoom containing a unique Zoom link for your use only in advance of the meeting. Access the Zoom link provided to you 20 minutes before your session start time.
- Give short welcome/introductory remarks that acknowledge the audience.
- Ensure that all speakers are treated equally and have their fully allotted time.
 - 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 approved program.
- Know that only an author listed on a paper may present. No substitutions are permitted.
- Due to safety regulations, please stress that in-person audience members should not sit in the aisles or block 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.
- Speakers or chairs **cannot** connect their laptops into computer projectors in the session room. In-person speakers have been instructed to load their presentation in advance in the [Speaker Ready Room](#).
- In-person speakers will run their own presentations from the presentation computer in the session room. 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.
 - Online presenters will join the session live to participate in Q&A.

AGU FALL MEETING

Chicago, IL & Online Everywhere
12–16 December 2022

- Designate someone (a co-convenor/co-chair) to monitor the [Social 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. Specific instructions can be found [here](#).
- You (the chair), not the speaker, conducts the Q&A discussion by recognizing questions from the floor, online, 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 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 student or early career scientists in-person or online. 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 other [networking options](#) that will be available.

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 Fall Meeting.
 - Include an assessment of the session's attendance as well as any abstracts that were not presented during the oral session.

POSTER SESSIONS

BEFORE THE IN-PERSON POSTER SESSION OR ONLINE POSTER DISCUSSION SESSION:

- Check the [online program](#) for possible changes or updates.
- Practice pronouncing all presenter names and affiliations.

AGU FALL MEETING

Chicago, IL & Online Everywhere
12–16 December 2022

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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 9:00 a.m. on the day of the session, as posters remain up on their board all day.
- Make sure authors have clearly posted the time when they will be at their boards. These signs can be picked up at the Poster Assistance Desk.
 - AGU will create signage that session chairs can pick up at the Poster Assistance Desk and place on the boards of online presenters in hybrid sessions to encourage in-person attendees to visit online posters in the online poster gallery.
- Note any poster boards that are not withdrawn or listed in the program as "iPoster only," but are still empty. The evaluation survey referenced below will ask for any "no-show" presentations.
- Help any authors who are having trouble with layout, setup, or equipment.
- 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.
- Encourage participation by introducing individuals in the area to specific authors and performing "crowd control" as necessary.
- Should any problem develop with poster set-up, facilities, or equipment, contact an AGU staff person at the Poster Assistance Desk.
- 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.



Chicago, IL & Online Everywhere
12-16 December 2022

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DURING THE ONLINE POSTER DISCUSSION SESSION:

- Log in to the online program 20 minutes before your session start time to join the session. The Zoom link for registered online presenters and session chairs will be available at least 24 hours prior to the session through the [Fall Meeting upload site](#).
- 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.
- If presenters from the in-person poster session join the online session, you may consider including them in the discussion.
- End the session at the scheduled time. If there is active discussion, encourage attendees to reserve a [discussion pod](#) for further discussion or utilize one of the other [networking options](#) that will be available.
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