AGU24 Session Chair Tips

ORAL SESSIONS

Before the Oral Session:

- ☐ Check the online program for possible presenter changes or updates.
- ☐ Practice pronouncing all presenter names and affiliations.
- ☐ Know AGU's:
  - o Meetings Code of Conduct for guidance on potential issues you may face as a convener or session chair.
    - ▪ Please report or advise attendees to report any violations of code of conduct or Safe AGU violations to Safe@agu.org.
  - o 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 AGU24 website.
- ☐ Communicate, at least through email, with all presenters to outline how you will moderate the session, remind them of their roles, and ask for discussion questions. Access presenter email addresses via Speaker Center, accessible from the User Portal.
  - o You can view your presenters' file upload status and preview presentation files via the oral presenter upload site.
  - o Please view the online program for the session schedule and allotted time for Q&A and any discussion. The best sessions optimize discussion moderated by chairs, 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?"
  - o 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).

- Utilize welcome/introductory slides to review code of conduct, general session expectations, and an introduction to the session. Any slides that you wish to use during your introduction must be uploaded in advance in the Speaker Ready Room.
  - You may choose to use the following introductory slide templates:
    - AGU24 Branded Slide Template
    - AGU Code of Conduct slide
  - Helpful language/notes to add to remarks or introductory slides
    - **Closed captioning**: For those who require captioning capabilities, there will be a QR code displayed in each oral session room to access those services.
    - **Seating and safety in the room**: AGU24 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. Also, due to safety regulations, attendees may not sit in the aisles or block the aisles or doorways.
- View the training videos for chairs:
  - The session room logistics video provides an overview of the oral session room audiovisual and presentation management equipment.
  - The session chair trainings with Melissa Marshall offer targeted practical advice to help you prepare for your role as a chair.
- Review the oral session chair guidelines on the meeting website.
- All oral sessions will be recorded. The recording will be available for attendees during the meeting, usually within 72 hours.

During the Oral Session:

- 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-chairs as back-ups. Identify this person to the technician prior to the start of the session.
- Allow the looping "walk in" slides to run while attendees are arriving before the session begins.
- Give short welcome/introductory remarks that acknowledge the audience. If you have uploaded any introductory slides in the Speaker Ready Room, display them during your introduction.

- ☐ Due to safety regulations, please stress that 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.
  - o There is a countdown timer for in-person presenters, and please ensure pre-recorded presentations are stopped at the appropriate time to keep the session on schedule.
  - o 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 from online presenters.
- ☐ Interrupt speakers to ask them to speak more audibly, slowly, or clearly, if needed.
- ☐ Take verbal questions from the in-person attendees using the audience microphone, and check for questions submitted through the mobile app or online meeting platform as well.
  - o Designate someone (you or a co-chair) to monitor the "Join the Discussion" module within the session listing in the mobile app or the "Comment" module within the session listing in the online meeting platform.
    - ▪ In-person attendees may utilize the online question and answer platform if they are not comfortable asking the question live.
    - ▪ Questions will be visible to all within the mobile app.
    - ▪ Online presenters will NOT join sessions via Zoom and do NOT have the option for live participation in session or live Q&A with audience.
    - ▪ Online presenters will monitor their session's online Q&A to respond asynchronously to questions about their presentation.
  - o You (the chair), not the speaker, conducts the Q&A discussion by recognizing questions in the chat, audience or asking other questions that you have.
  - o 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.

    o Please refer to the Meetings Code of Conduct for more information.

    o Should any problem develop during your session, please alert the A/V technician and they will contact an AGU staff member immediately for assistance.

□ 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 or Mac 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 will have roaming A/V technicians assigned to monitor sessions.

□ If there are problems with the computer presentation, please notify 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.

□ Attendees needing closed captioning assistance may use the QR code on the tech table in the room.

After the Oral Session:

□ Complete the session chair evaluation form as soon as your session is complete. Include an assessment of the session's attendance as well as any abstracts that were not presented.

POSTER SESSIONS

Before the Poster Session:

☐ Check the [online program](link) for possible changes or updates.

☐ Practice pronouncing all presenter names and affiliations.

☐ Know AGU's:

- o [Meetings Code of Conduct](link) for guidance on potential issues you may face as a convener or session chair.
  - ▪ Please report or advise attendees to report any violations of code of conduct or Safe AGU violations to Safe@agu.org.
- o Meetings Guidelines on [Photography and Social Media](link)
  - ▪ 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](link) on their slides or poster. This image is available for download from the presenter resources page on the AGU24 Meeting website.

☐ Communicate, at least through email, with all presenters outlining how you will moderate the session and remind them of their roles. Access presenter email addresses via Speaker Center, accessible from the [User Portal](link).

During the 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 between 8:00-8:30 AM on the day of the session. Posters remain up on their board for the entire day of the session.

☐ Remind authors to remove their posters **by 6:00 PM** on the day of their presentation. Any posters not removed from poster boards by 6:00 PM will be recycled.

☐ Make sure authors have clearly posted the time when they will be at their boards.

- o 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.

After the Poster Session:

- Complete the [session chair evaluation form](#) as soon as your session is complete. Include an assessment of the session's attendance as well as any abstracts that were not presented.

eLIGHTNING SESSIONS

Before the eLightning Session:

- ☐ Check the [online program](#) for possible presenter changes or updates.
- ☐ Practice pronouncing all presenter names and affiliations.
- ☐ Know AGU's:
    - o [Meetings Code of Conduct](#) for guidance on potential issues you may face as a convener or session chair.
        - ▪ Please report or advise attendees to report any violations of code of conduct or Safe AGU violations to Safe@agu.org.
    - o 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 AGU24 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. Encourage all presenters to publish their iPoster presentation as soon as possible if they have not done so already, but at minimum 24 hours prior to the session start time. Access presenter email addresses via Speaker Center, accessible from the [User Portal](#).

During the 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 three minutes of speaking time at the start of the session.
    - o The presentation management system will have a countdown timer.

- o Use any reasonable means to stop a speaker who has exceeded their 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 and run their iPoster presentations from the presentation computer 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 short talk presentations at the scheduled time and invite audience to continue discussion with authors at their assigned monitors adjacent to the theaters.

After the eLightning Session:

- ☐ Complete the [session chair evaluation form](#) as soon as your session is complete. Include an assessment of the session's attendance as well as any abstracts that were not presented.