

AADOCR/CADR Annual Meeting: Oral Session Chair Guidelines

Before the session:

- Read the abstracts in your session in advance in the online scientific program or app (<http://www.aadocr.org/25aaapp>) and prepare 2-3 thoughtful questions for each abstract in case the audience doesn't have questions. Go to and to look up the abstracts in your session.
- Arrive for your session 15 minutes early to familiarize yourself with the room.
- Familiarize yourself with the [IADR Professional Conduct at Meetings Policy](#).

During the session:

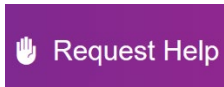
- Identify yourself and your co-chair to the audience; introduce each speaker by name only.
- **Please be sure to follow the speaker order provided in the app.** (Sometimes the session printouts in the session folder may reflect last minute withdrawals or presenter changes). If a presenter is a “no show” or last-minute withdrawal, please fill the time with discussion or a recess. **Do NOT move presenters forward to fill the gap** since many attendees prepare their schedules around specific presentations.
- **Keep presenters on time (bring a watch, if necessary, as clocks are not provided).** Each presenter has 10 minutes to present and five minutes for discussion. Give cues to the presenter. For example, at nine minutes stand up to alert the presenter that one minute is remaining, at 10 minutes move toward the lectern, at 11 minutes interrupt the presenter and open the discussion.
- Keep track of the peak attendance of the session.
- Lead and stimulate discussion by asking provocative questions. Ask audience members to state their names before asking a question.
- Verify each presenter is wearing a badge. If not, please inform any IADR staff member immediately.

Following the session:

- **Promptly fill out the post-session evaluation form at** <https://www.surveymonkey.com/r/25AAAMChair>.
 - For this form you will need to have the names of any “no shows” or unscheduled presenter changes and the peak attendance of the session. Only 1 form per session is required.
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Note:

- Each meeting room will be equipped to run in presenter mode.
- All presentations **must** be run from the computer set up in the meeting room. No personal laptops will be allowed. No presenter will be allowed to plug in a USB.
- **If you need assistance before, during, or after the session, please click the “Request Help” button.**



This will send an alert to the Speaker Ready Room, and they will send an AV Technician to assist you. There will be one technician for every few rooms.

- Changes to PowerPoint presentations are NOT allowed in the meeting rooms. All speakers should be directed to the Speaker Ready Room.