

## GSA 2022

### Instructions for Chairs of Paper Sessions

Paper sessions are comprised of between 2 to 5 paper presentations. As a paper session chair we ask that you:

<ul style="list-style-type: none"><li>• Be aware of AV set up</li></ul>	All meeting rooms are equipped with a PC laptop. Freeman Audio Visual (the firm contracted by GSA to handle all AV requirements) will be managing the upload process for all presentations. Presentations submitted to the Presentation Management System have been pre-loaded onto the laptop in your session room. The meeting room does have WiFi available, do not rely on WiFi for your presentation (no browser based links).
<ul style="list-style-type: none"><li>• Find AV help if needed</li></ul>	Audio Visual technicians (in black shirts) will be available to assist presenters. Direct phone contact to GSA staff will be provided at your podium.
<ul style="list-style-type: none"><li>• Keep the presentations in order</li></ul>	Ensure the presenters speak in the order of the abstracts listed in the mobile app/program. This will help meeting attendees manage their schedule and move from multiple sessions in one-time block.
<ul style="list-style-type: none"><li>• Introduce the papers and their authors</li></ul>	Meet the presenters prior to the session starting. Occasionally a presenter will have a substitute presenting on their behalf. If this was a last minute-change, it most likely will not be noted in the program, so make sure you find out the person's name and affiliation.
<ul style="list-style-type: none"><li>• Keep speakers to their allotted time</li></ul>	When there are five presentations in a session, presentations are to run no more than 18 minutes each (about 14 minutes for presentation and 4 minutes for questions and discussion after each presentation). With fewer or more presentations in a session, adjust these times accordingly.
<ul style="list-style-type: none"><li>• Facilitate audience discussion</li></ul>	Have a few "starter" questions in mind to initiate audience discussion if needed. If presenters do not show up, you can utilize the extra time for Q&A or a roundtable discussion.