SESSION CHAIRS:

Before your session, double check:

☐ You know names of all panelists.
☐ You have the 30 second intro to the invited speaker ready
☐ You got the Zoom invitation to your session

For each talk in your session:

☐ Tell speaker that they may share their screen.
☐ Announce speaker’s name, coauthors, and title.
☐ Send speaker a private chat message to give 5 minute warning
☐ Announce transition to question period when talk finishes.

For each question period:

☐ Select a question semi-randomly from open questions in Q&A window; give priority to Student, PostDoc, and Pre-tenure questions, in that order.
☐ Announce the name and affiliation of question asker so that the host can unmute them.
☐ Question periods are 10 minutes, keep that time. When you decide it’s the last question you’ll allow, say so so the next speaker can get ready.