**Sample Email to Session Chairs**

**Subject:** Calling all IASSIST 20[YY] Session Chairs! Email Speakers ASAP!

Dear IASSIST Chairs,

**Thank you** again for your participation in the upcoming IASSIST [*year*] conference, [*Conference Title*]. It promises to be a great success. This message will provide you with more information on preparing for and running your session at the conference. Attached is are a “Best Practices” document for chairs and a form message you can modify to meet your needs and send to the presenters in your session. **Please email your presenters as soon as possible.** Note that your speakers’ email addresses are in the spreadsheet you used to sign up as session chair.

If you have any questions, please feel free to ask me before or during the conference. The best way to reach me is by [*how*] and during [*when*]. During the conference I will be staying at the [*Name of Hotel*] and arriving on [*date*]. I will try to touch base with all of you at the beginning of the conference so that you know who I am in case you need anything.

Thank you again for playing this important role and I look forward to seeing you there.

[*Name*]

Sessions Coordinator

IASSIST [*year*] at [*host institution*]

BEST PRACTICES – Items in Bold indicate that conference specific info is needed here.

**List AV Information (Confirm with LAC)**

e.g.The standard AV setup will be only a projection screen and LCD data projector.

1. Inform all speakers of the session computer’s make and software vintage, e.g., if the session computer uses PowerPoint 2007, speakers who have PowerPoint 2013 will need to save their files in the older format**.** Speakers may wish to save their presentations as pdf files as a backup to their .ppt if they use a Mac and the session laptop will be a PC or vice versa. Using Google Presentation may be another option.

2. Inform all speakers to upload their presentations to OpenConf before they travel. Provide instructions on how to do so.

3. Presentations should be loaded onto the session laptop prior to your session. To ensure that everything goes smoothly, if your speakers were not able to send their presentation in advance, please advise them to arrive at your session 20 minutes early in order to load all the presentations and get properly set up. Speakers should upload their presentations to OpenConf in advance if at all possible, but ALSO bring their presentations on a USB stick. It is helpful if each presentation is identified by a filename using the session designator (A1, B5, etc.) and the speaker’s last name(s).

4. Technical support will be provided by **[host’s]** IT staff.

**AHEAD OF THE CONFERENCE:**

1. Reminder: before the session, verify each participant’s affiliation and obtain any biographical introductory information you feel is appropriate for doing introductions. Bear in mind that time for intros needs to be built into the time allotted for each speaker. Also, we suggest that you review the abstracts ahead of time and write yourself an introduction to the topics that you can present when introducing your session. Moreover, please prepare some probing questions about the presentations ahead of time (and during the session), that you can use to generate discussion if necessary.

2. If you have not done so already, decide with your presenters ahead of time if you would like to take questions between presentations or at the end.

3. Strongly suggest to your speakers that they bring multiple and back-up copies of any electronic presentation materials they plan to use (e.g. paper notes from which to work), should technical problems arise.

4. Please remind your speakers again ahead of time of the need to practice their presentation in order to stay within their designated time limit. While ideally most speakers will have 20 minutes, you should tell speakers that they have 15-20 minutes because if things come up (e.g. technical problems), speakers need to be prepared to be able to do their presentation in less time. Hopefully this will not be necessary, but we do not want speakers to feel too rushed if something happens.

**AT THE CONFERENCE:**

1. We encourage you to meet and introduce yourself to each of your speakers earlier in the conference ahead of your session. The opening reception is a good opportunity to do this before the conference gets under way.

2. Room assignments for sessions will be indicated in your registration packets if not on the online program.

3. Please check your session’s time allotment and calculate in advance the amount of time available for each presentation. Bear in mind that this calculation should be based on the number of *projects* presenting rather than the number of *speakers*--presentations with multiple speakers should get the same amount of time as presentations with only one speaker, to give each project the same amount of time. In the event that we have altered some sessions that were proposed as panels to include an extra speaker whose topic meshed—time should not be divided evenly between all speakers—such cases are noted in the spreadsheet.

**Time limit cards** **(address if provided or if not**). Discuss these with your speakers and use them to notify them of approaching time limits (5 minutes, 1 minute, time’s up). As discussed previously, ideally you should be able to allow each speaker 20 minutes; however, if the session is running over for any reason, you can use the cards to trim the speaker's time to 15 minutes if needed. In addition, if you choose to take questions between speakers, please be mindful of the time and limit these to just a couple of minutes (5 at the most), so that the audience discussion does not interfere with the time available for the next speaker.

12. For those speakers interested in publishing their paper in the IQ, **advise them of where the author’s release forms are**. Please return any completed forms your speakers give you to **specified location at the conference**.

13. Regarding the Paper Competition Track - This is where presenters were required to submit an original research paper in advance of the conference and present and discuss its findings during the conference. Authors of accepted proposals were required to submit their final and complete papers by **X Deadline**. You may find that one or more of your speakers is in the paper track, as noted in the Spreadsheet. The Paper Competition Coordinator will be putting these papers up onto the conference Website. We will announce when they are available. Those in this track are also eligible for publication consideration in an edition of *IASSIST Quarterly*. If they have questions about the process, refer them to Karsten Boye Rasmussen. (One paper will be selected as Best Paper with a prize of one free registration for a future IASSIST conference.)

13. During the session: Make brief introductory remarks on the theme of the session, based on your review of the abstracts ahead of time. Introduce the speakers briefly. Watch the amount of time each speaker uses, and cue the approach of the end of his/her time with the time cards provided. Please stick to the time limits for each presentation so that everyone has their full time to present and time for questions (5 minutes per speaker) is provided. Be ruthless in ending their time if necessary. Come up with a few leading questions ahead of time to stimulate discussion from the floor if necessary.

**AFTER THE CONFERENCE**:

1. Shortly after the conference, please send your speakers a thank you note acknowledging their participation in the conference session and encouraging their ongoing involvement in IASSIST. Invite them to submit their presentation as a paper to IASSIST Quarterly.

2. Be sure all presentations are uploaded to OpenConf – provide link and instructions – for inclusion in the conference archive.

Sample Email for Chairs to Send to Speakers:

Dear [SPEAKER NAMES HERE],

Thank you again for your participation in the upcoming IASSIST XXXX conference, *Conference Title*. As the chair of your session, [INSERT HERE REMINDER OF TITLE, DATE, AND TIME OF SESSION], I am contacting you with some final details.

AV INFORMATION

The standard AV set-up will be **XXX** (confirm with Session Coordinator).

Presentations should be loaded onto the session computer prior to our session so please send me your presentation one week in advance of the conference if at all possible. To ensure that everything goes smoothly, if you cannot send it in advance, please let me know and plan to arrive at our session 20 minutes early in order to load your presentation and get properly set up. You should bring your presentation on a USB stick, even those of you who submit it to me early (as a backup).

If your presentation is being drafted on a machine the opposite of the session machine (Mac and the session machine is a PC, or vice versa) you may wish to save your presentation as a pdf or use Google Presentation instead of PowerPoint to avoid compatibility issues.

AHEAD OF THE CONFERENCE:

1. If you have not done so already, please forward me some brief biographical information that I can use for introductions.

2. [INSERT HERE DISCUSSION OF WHETHER QUESTIONS WILL BE TAKEN IN BETWEEN SPEAKERS OR IN ADVANCE]

3. We strongly suggest that you bring multiple and back-up copies of any electronic presentation materials you plan to use (e.g. paper notes from which to work), should technical problems arise.

4. Remember to practice your presentation ahead of time so that it stays within the designated time limit of 15-20 minutes. I will have cue cards at the session to help you stay on time.

5. Be sure to upload your presentation into OpenConf. Here are the instructions on how to do so...

AT THE CONFERENCE:

I will try to meet and introduce myself to each of you earlier in the conference ahead of our session, so that you are familiar with me and I can answer any last-minute questions you may have. XXX, the Sessions Coordinator, will also be around to help.

At the end of the session you will have the opportunity to fill out a release form if you would like to submit your paper to *IASSIST Quarterly* (*IQ*) (<http://www.iassistdata.org/publications/iq/>).

Please let me know if you have any questions at this time. I look forward to seeing you in XXXX.

Sincerely,

[YOUR NAME]