

# ISTSS 2004 Annual Meeting Session Chair Instructions

## BEFORE THE SESSION:

**Audiovisual Preparation:** Ask speakers to arrive **15 minutes before the session begins** to ensure that the audiovisual equipment they need is in the room and that they know how to operate it. All Power Point presentations must be loaded onto one laptop to avoid switching computers during the presentation.

**Coordinate Time Per Presenter:** Inform each presenter in your group how much time he or she has to present.

**Contact Discussant:** If you have a discussant, check whether this person prefers or expects outlines or slides of presentations before the session. If so, inform presenters of what they need to send the discussant, when they need to send it, and by what means the discussant can receive it (provide e-mail, fax number, etc.)

**Speaker Ready Room:** Inform presenters that a speaker ready room is available that includes the same audiovisual equipment for testing and preparation. This is located in the Norwich, third floor.

## AT THE SESSION:

**Seating:** Encourage attendees to move forward if seats are available and assist latecomers with finding seats if session is crowded.

**Introduction:** Provide an introduction, noting the title, establishing presentation time guidelines, and introducing the speakers.

**Watch the time:** Please be sure that the session begins and ends on time. Hold presenters to their allotted time slots. Cards showing ten, five and two minutes remaining will be available for use in the presentation room. Please use the cards to let presenters know how much time they have left. If you are a presenter, ask another presenter in your group to use the cards to remind you of the time.

**Questions:** Please be sure to leave time in your session for audience questions. Scientific debate is a requirement for Continuing Medical Education (CME) activities. In addition, please provide the audience with presenter(s) contact information. This will enable meeting participants to contact the presenter(s) with questions after the annual meeting.

**Handouts:** If speakers have handouts, develop a plan for distributing these to the audience.

**Audiovisual Assistance:** If you have audiovisual problems during the session, please look in the hall for ISTSS headquarters staff or a hotel representative to assist you. If you can't locate assistance, ask the onsite registration desk.

**Session Being Taped:** All sessions are audiotaped unless you seek assistance from ISTSS headquarters that you do not want to be taped. We encourage you to restate questions asked by the audience to improve the quality of the tape.

**Disclosure of Relationships Form:** Copies of this form will be on the podium. Before you begin, ask presenters if they have sent this form to ISTSS headquarters. If not, they need to announce any significant financial interest or other relationship (1) with the manufacturer(s) of any commercial product(s) and/or provider(s) of commercial services discussed in an educational presentation and (2) with any supporters of the activity. (Significant financial interest or other relationship can include things such as grants or research support, employee, consultant, major stockholder, member of speaker's bureau, etc.). Complete the form and drop it off at the Continuing Education Desk. All speakers should announce if they are going to discuss any off-label or investigational uses of a regulated product, such as a pharmaceutical drug or device.

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**In order to continue to improve the annual meeting, we ask that you complete the following questions regarding attendance and logistics. After you complete this section, please return this form to the Continuing Education Desk.**

**Session chair name:** \_\_\_\_\_

**Day of session (please circle):**    **Sunday**                      **Monday**                      **Tuesday**                      **Wednesday**                      **Thursday**

**Approximate Number of individuals in attendance:** \_\_\_\_\_

**Room Name:** \_\_\_\_\_