

Executive Board of the Programming Committee – Session Chair Guidelines

Thank you for volunteering to be a session Chair/Co-Chair. As a session Chair/Co-Chair, you are expected to evaluate paper submissions and offer them the opportunity to share their experiences with one of the most influential communities in our industry. You may also invite speakers for your session. Once presentations are accepted, you need to follow up with authors to submit documentation in time and keep them informed of coming deadlines.

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DO NOT have to say "yes" to everybody. A high-quality program is what our attendees are looking for us to provide. Refer to the "Abstract Scoring Rubric" document issued by AIChE as a guideline to evaluate the submissions to your session.

Note: Consider allocating round times for your sessions (e.g., 20, 25 minutes) within the same Division or Forum, as much as possible.

1. Author Name.
2. Author Job Title and affiliation.
3. Author Contact Information: Email, Phone Number, Address.
4. Author Biography (approximately 150 words).
5. Title of Abstract/Presentation.
6. Abstract Text (maximum of 300 words).

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e. What if there are accessibility issues:

A: Find AIChE staff member/facilities to support. If before the meeting, Chairs are made aware of any issues, contact AIChE staff

- i. Consider reserving a couple of seats in the front row to help
- ii. Include a question on the email template about accessibility needs

f. What to do if people cannot find somewhere to sit (room is too small, audience is too big)?

A: Report the issue to AIChE

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- c. Contents embedded in a central location (Confex?) Add a link to guidelines in Confex? Include in Confex emails?
2. Implement feedback to session chairs by attendees (attendees have the ability to provide feedback through the app – AIChE sorts through comments, but only in some cases. Used to provide session analytics). Chairs to point out to attendees to rate the sessions.
3. Enforcement of content, dissemination throughout stakeholders (area chairs, session chairs)
4. How to ensure appropriate content, acknowledgement, accessibility. Response in Confex to acknowledge reading instructions? Consider implementing a check box at Confex for acknowledgement.
5. Pair an experienced session chair with a less experienced co-chair
6. Consider shorter version of guidelines, fit for purpose. Add to the app. Shoot for one slide with highlights to share during the conference. Consider tailor the one-slide to the audience (speakers, chairs, etc).