

## Responsibilities of DDR Division Session Organizers and Chairs

We have posted here the most relevant and most often asked questions for DDR members and others to understand their role as a DDR 'session organizer' when organizing a technical session at various meetings. These are just general guidelines intended to help answer common questions. (Topical meetings and embedded topical meetings may have other additional detailed instructions for their meetings.)

**Session Organizers** take on a responsibility when accepting the role of a 'session organizer'. They are expected to stimulate presentations from a variety of different organizations or contacts, organize the flow of presentations in the session, coordinate the preparation of the presentations by their contributors, and attend the meeting and chair the session or provide a possible candidate for the Program Chair to work with to do so if they are unable to attend the session or meeting.

In addition, as the Session Organizer and/or Chair, you must routinely interact directly with the DDR Program Chair and provide the DDR Program Chair the following information for your session such that they can put together and submit to the National Program Committee Meeting Office at ANS-HQ or some other designated individual:

1. Title of Presentations
2. Presenter Information

**This information is normally needed 4 months before the date for the session you are planning at the meeting. Therefore, it is imperative that careful session organizers give appropriate lead time, thought / commitment and pre-planning to make this entire process work smoothly.**

**Session Chairs** - After you get your speakers presentations and are preparing for the session chairs duties – please check them to make sure they work, transfer them to an Adobe Acrobat format and bring them with you to the Conference. Also bring a laptop if you are able to; the projectors are provided. Sometime before your session you should load the presentations for your session onto the laptop you will be using for the session so that when the speakers arrive we are ready to start the session.

**IMPORTANT: With minimal and 'difficult to obtain' exceptions - please remind presenters (including session chairs) that it is required (per ANS) that they register for the meeting in some manner – for the full meeting or for the one-day registration if nothing else in order to present at a conference.**

We also ask that each session chair contact each of their presenters or panelists in their session with the following communication:

(see next page)

Dear (addressee)

It is my pleasure to extend to you this appreciation of thanks, for your participation and presentation in the Session entitled (title of session) at the (title of meeting). We are very pleased you have agreed to participate and I look forward to meeting you in (name of meeting location).

Your oral presentation should be (xx) minutes in length. (Session Chairs please determine based on the number of presenters in your session). The use of MS PowerPoint software is the only supported format. Therefore, I am requesting that you forward your presentation in Power Point to me as soon as possible. (NOTE: An alternate arrangement is to contact your presenters the evening before your session or at some point prior to the day of the actual session to arrange to load the files onto the computer.)

This will allow us to load your presentation onto a laptop computer which, along with an LCD projector, will be used by all presenters in your session. In the event you cannot send your presentation prior to the meeting, you may bring a CD to your session not later than 30 minutes prior to the start of your session. **Please do not bring your own laptop to be used for presentation purposes.** This is not practical and creates more problems for us than the convenience it might bring for you. Note that if you send us your presentation in advance - please also bring a backup copy of your presentation just in case any problems are experienced that are beyond our control.

Instructions regarding your attendance at the meeting:

1. If you have not already done so – please register for the meeting.
2. When you arrive at the meeting, please sign-in at the Speakers Desk in the Registration Area.
3. Please report to your Session Chair, in the room assigned for your session (as listed in the Official Program) 15 minutes prior to the start of the session and provide the chair a brief bio if you have not already done so.
4. Please cooperate with your Session Chair in limiting your presentation to the time and duration indicated above.
5. Please do not ask the Session Chair to reschedule your presentation within the session. Many attendees schedule their attendance at various sessions in accordance with the Official Program.

If there are any questions, please call me at (telephone #) or email me at (email address). I look forward to seeing you in (location).

Sincerely yours,

(Name, title – paper chair, address)