

## Chair Responsibilities:

### Pre-Show Responsibilities:

Provide a written description of the session that can be used for AEE Marketing purposes.

Select four high quality speakers for your session. I will send you any abstracts I have received that are a possible fit.

- Abstracts should be chosen based on quality of paper and relativity to the session. They should come from a diverse group of professionals from a broad range of industries. Please avoid picking multiple papers from those that work within the same company.
- Each speaker will have 30 minutes to present including 5-10 minutes of Q&A

After you have chosen the four speakers please inform me of your choices. AEE ultimately will make the final decisions on speakers and I will send out official invites. I will also collect speaker information for the website and conference program

We strongly encourage your speakers to finish their written papers or PowerPoint presentations in time to be included in the conference proceedings (**Deadline: October 16<sup>th</sup>, 2023**). You can help me by making your speakers aware that the proceedings are an important part of the conference and are given out to all conference attendees, so getting their written papers or PowerPoints in on time is critical!

All speakers and chairs will receive complimentary registration to the full 3-day conference, lunch on the day of their session, access to the proceedings, and free expo admission. Each speaker or his/her company is responsible for travel and hotel expenses.

### On-Site Responsibilities:

#### 1. Morning Session Chairs:

- **Plan to be in the Speaker Room at 8:00AM.** A continental breakfast will be provided. This is very important for meeting with your speakers and finalizing your session. I will be in the speaker room or in the conference track rooms between 7:30-9:00AM if anyone has any last minute questions.

#### 2. Afternoon Session Chairs:

- **Plan to be in the Speaker Room at 1:00PM.** Light refreshments will be served. This is very important for meeting with your speakers and finalizing your session. I will be in the speaker room or in the conference track rooms between 1:00-2:30PM if anyone has any last minute questions.

#### 3. Review the final agenda, bios, abstracts, and presentations of your speakers (which I will provide to you a few weeks before the conference). Load all presentations on to one laptop to help the flow of the session (AEE does not provide laptops, if you do not have one to bring, please coordinate with the speakers in your session).

4. At the beginning of the session, introduce yourself and each speaker (give only speaker's name and position). Before each presentation, introduce each speaker in detail.
5. Please keep on schedule. If a particular speaker does not show, **DO NOT MOVE SPEAKERS UP IN THE SCHEDULE**. The sessions are concurrent so that attendees can move to the session or speaker of their choice. In the past we have had very upset conference attendees because speakers have been moved around in the schedule.
6. Should you be aware of a "no show" speaker, check with me to see if there is an available back up. If you have a problem with the Audio Visual equipment in your session, look for myself, another AEE staff member, or a conference monitor wearing a monitor ribbon in the session room. There will be technical personnel there to assist you should any problems arise.
7. Time slots are divided into 30-minute periods. The last 5 or 10 minutes of each presentation should be reserved for questions and answers. If a speaker's presentation runs short, be prepared to generate discussions from the floor.
8. **PANEL CHAIRS:** be sure to attend the Speaker Breakfast/Afternoon Refreshments so you can discuss with your forum panelists how to conduct your session.