AHRD 2015 Conference Session Host Resources

Thank you for volunteering to host a session at the 2015 International Research Conference in the Americas in St. Louis! This document describes our expectations for you in your role as a Session Host.

Overview: This conference provides conference attendees access to the papers that you will be hosting in your session. Hopefully, this means that session attendees will come to your session informed about the content of the papers, and prepared with questions and dialogue. Anticipating such, we expect you as a Session Host to have read and analyzed the presentations scheduled for your session.

Guidelines: The amount of time allotted to each presentation may vary, depending on the number of presentations scheduled for the particular session.

In general, your role is to organize who will bring a laptop for presenting the PowerPoint slides (not applicable for Research Roundtable discussions), moderate the session by introducing each presenter, keep track of time (ensuring presenters are on track), and facilitate questions to keep the scholarly discourse lively. In short, Session Hosts will act as a catalyst and a facilitator for interactive, meaningful learning experiences.

Before the conference, please be certain to complete these important tasks:

1. Read each paper that is included in your session.
2. Email each of the authors who will be presenting in your session, introduce yourself and start the decision making process to determine the sequence of presentations. Some authors may have time constraints, so be flexible. *Please note that the Q&A segments will be scheduled after EACH presentation and will not be held to the end.*
    - In your email to your authors, please ask them to distribute the email to any co-authors they may have, and to review the other papers in the session. Often, presenters can learn from each other as well as from the audience!
    - Ask your authors to arrive at the room 10 minutes before their scheduled session, to set up their presentations. **It is important that you coordinate with your group who will bring a laptop as these will not be provided**

> **at the conference facility.** This means that you have two options in regards to saving the presentations: you can save all the presentations on a USB-stick and bring to the conference, or the authors can email their presentation to the email address that you specify, and then place the emailed presentations on the computer that will be used for the session.

3. Review each manuscript as if you were in the position of helpful editor--your intention is to help the author strengthen the paper for future publication. Depending on your audience participation, you may or may not need to pose questions or offer suggestions for presenters to consider.
4. Once you assess how many papers you have in your session, decide how long the author(s) will have to present; you may want to give the presenter(s) a time check when they have 2 minutes remaining to keep everyone on track.

At the conference:

5. Arrive at your room at least 10 minutes before the session is scheduled to start.
6. Go to the Registration Desk for assistance if there are any problems with the A/V equipment.
7. Ensure that all of the presentations are uploaded into the laptop.
8. Begin and end the session on time.
9. Facilitate the conversation/Q&A after each presentation, keeping track of time to make sure no presentation is short-changed.
10. If lulls occur in the conversation, fill in with the ideas, suggestions and questions you prepared in advance.

We would like to extend our warmest thanks to you for your service to the Academy!

If you have any questions, we are happy to assist. Please contact Program Chair Diane Chapman personally if you need any help.

We look forward to seeing you in St. Louis!

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