AHRD 2018 Conference Session Host Guidelines

Colleagues,

Thank you for volunteering to host a session at the 2018 International Research Conference in the Americas in Richmond! 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. Also, we encourage you to review the Conference Presenter Guidelines, so you are familiar with the directions given to the presenters.

How the conference sessions for the Refereed Manuscripts were created:
Each of the symposia was constructed based on an analysis completed by the conference team of the keywords, the abstract and the track reported by the authors. In the case of each symposium, the team attempted to group the submissions in meaningful ways that link the content together. In some cases, a strong link is visible; in others, the linkage is not as strong but does exist. For this reason, authors/presenters will not be permitted to change from their scheduled times. Should you be asked to add someone to a session, please refer them to the help desk at the hotel or the conference program chair?

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

Each session room for Refereed Submissions will come equipped with a standard audio-visual projector that will support a PowerPoint (or similar) presentation and a screen to project on. However, a laptop from one of the presenters will need to be utilized to connect to the projector. Please ensure that you have coordinated to have a laptop in your session.

In general, as the session host your role is:
1) Coordinate who will bring a laptop for presenting the PowerPoint slides
2) Moderate the session by introducing each presenter,
3) Keep track of time (ensuring presenters are on track),
4) 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.

To ensure success, we encourage you to do the following 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. However, if after all the presentations and their Q&A segments are over and there is enough time left, you may bring all the presenters together as a panel for an open forum.
   - 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 a 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:

1. Arrive at your room at least 10 minutes before the session is scheduled to start.
2. Go to the Registration Desk for assistance if there are any problems with the A/V equipment.
3. Ensure that all of the presentations are uploaded to the laptop.
4. Begin and end the session on time.
5. Facilitate the conversation/Q&A after each presentation, keeping track of time to
6. If lulls occur in the conversation, fill in with the ideas, suggestions, and questions you prepared in advance.

Hosting a Poster Session
Hosting the Poster Session is different from hosting the symposium. Up to ten individually submitted posters will be grouped to share a 90-minute session. Individual presenter(s) will be allocated 5-7 minutes to present the Poster. As a Session Host, your role will be to direct people around. However, the presenter must be able to interact with the audience. After each 7 minute block, you will direct participants to move to another poster and chat with individual presenters. After 90 minutes, you will formally bring the session to a close.

To ensure the success of the poster presentations, we encourage you to 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. In your email to your authors, please ask them to distribute the email to any co-authors they may have. Ask your authors to arrive at the Foyer 15 minutes before their scheduled session to mount their posters. You will also have to ensure that the posters are taken off after the session to make room for the next session. As a host, please familiarize yourself with posters in your session by reviewing them in the e-poster book ahead of time.

Hosting a PDW or a Focus Session
All non-refereed sessions will be scheduled in the conference program with the title, a brief description of the session, and a list of the sponsors/facilitators/presenters. These are scheduled as one 90-minute session.

In hosting a non-refereed session, your primary role is to be a timekeeper. The facilitation of the session is done by the sponsors of the PDW or Focus session. To ensure the success of the sessions, we encourage you to email the sponsors, introduce yourself, and explain your role as a timekeeper and ask them if they will like you to play any particular role as a host. In your email, please ask them to arrive at the room 10 minutes before their scheduled session to ensure the room is ready as they will like it for the session. As a host please familiarized yourself with the session by reviewing the abstract in the Non-Refereed Supplementary Book.

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 Robert Yawson personally if you need any help.

We look forward to seeing you in Richmond!

Robert M. Yawson
Program Chair