AHRD 2022 Conference Session Host Guidelines

Thank you for volunteering to host a session at the Virtual 2022 AHRD International Research Conference in the Americas! This document describes our expectations for you in your role as a Session Host.

Overview:

Conference attendees will have access to the papers and audio recordings of the presentations that you will be hosting in your session the week prior to the conference. 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 60-minute sessions 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 session, 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 for Refereed Manuscripts and Posters:
The amount of time allotted to each presentation may vary, depending on the number of presentations scheduled for the particular session.

In general, as the session host your role is:

1. Contact presenters to agree upon the order of presenters.
2. Moderate the session by introducing each presenter.
4. Presenters will provide a 5-minute overview of their research as audio recordings and slides will be available to attendees outside of the Video Chat.
5. Work to ensure that presenters stay on track. There will be a maximum of 3 Refereed Full Manuscripts or 4 Refereed Posters per session.
6. 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!
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.

At the conference:

1. Access the session you will host through the Conference website by locating your assigned session’s name and clicking on the Video Chat button to enter the chatroom at the designated time.
2. Begin and end the session on time.
3. During the session, you may want to give the presenter(s) a time check when they have 2 minutes remaining to keep everyone on track.
4. Facilitate the conversation/Q&A after each presentation, keeping track of time to make sure no presentation is short-changed.
5. If lulls occur in the conversation, fill in with the ideas, suggestions, and questions you prepared in advance.

**Hosting a Non-Refereed 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 60-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 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. 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 Katherine Yeager personally if you need any help.
Katherine Yeager  
Program Chair  
Abilene Christian University  
Kly17a@acu.edu

DaeSeok Chai  
Proceedings Editor  
Colorado State University

Lei Xie  
Associate Proceedings Editor  
Texas State University

Kristin Scott  
Platform Administrator  
McNeese State University