

Procedures for Presiders



Before the Presentation

- A. Arrive at the meeting room 15 minutes prior to the start of the session. Meet the presenter(s) and help as needed.
- B. Verify that the projector (and microphone, if applicable) are working. Contact the Conference Registration Desk if assistance is needed from the AV staff.
- C. Offer assistance with activities during the session and arrange a discrete signal allowing the presenter to know the amount of time remaining. It is imperative to begin and end the session on time. It is suggested that 10 minute and 5-minute warnings be given.

During the Presentation

- A. Begin the session on time.
- B. Welcome the attendees and introduce yourself. Announce the session title, presenter(s) and the session code.
- C. Announce that session evaluations are to be completed electronically on the conference app and will provide feedback to the presenter. Evaluations may be submitted at any time during the conference, but we ask that attendees submit same-day, if possible.
- D. Introduce the presenter(s) and read their bio sheet(s). This information is in the conference app.

After the Presentation

- A. Thank the presenter(s) for sharing their information and attendees for participating in the session.
- B. Remind attendees to complete the session evaluation on the conference app.
- C. Complete the Presider Evaluation Form via bit.ly/PresiderEval2025 or scan the QR code.

