

## **SCHA Session Guidelines for Chairs (adapted from AHA guidelines) Annual Meeting**

### Before the Annual Meeting

- Communicate with session participants early to provide them the date that you require papers to be submitted to you in advance of the Annual Meeting. Inform them of how much time they have for presentation – remind them if they are speaking from a prepared text, 100 words = approximately one minute. Request any information you need to introduce them effectively, including personal pronouns and the pronunciation of their name, but keep introductions brief.
- In planning for your session, be mindful of the time. Be sure to leave ample time for discussion.
- You might prepare a brief introduction; this time is your opportunity to offer context for the session. What is at stake? Why do you think this is going to be an interesting conversation?
- Consider preparing a few questions that will stimulate conversation among the panelists.

### At the Panel Session

- Start at the appointed time, welcome everyone to the session, and include the title of the session in your greeting for those who might have wandered into the wrong room.
- Ask everyone to silence cell phones and other devices. Remind them to clean up and not to forget to pick up personal flash drives and electronics. Provide lost and found information; Chairs should collect items left behind and give them to the Vice President. Be certain to mention SCHA Paper Submission Guidelines and encourage your presenters to submit their papers to the journal.
- Be concise in introducing the speakers.
- Warn speakers when their time is nearly up, and stop them when they exceed it.
- Presentations, panelists' remarks, and comments should conclude 15-20 minutes before the scheduled end of the session to allow for discussion with the audience.
- If you are moderating the discussion, repeat or summarize all questions and comments from the audience so that everyone can hear.
- When moderating discussions, be sure to call on a diverse group of people with questions. Be prepared to challenge offensive or discriminatory comments. Remain objective and fair.
- Do not allow the discussion to continue beyond the session's announced end time.
- Encourage participants to submit their article to the Journal for publication.