



ACC.19

MORE THAN A
Meeting



NEW
ORLEANS
MARCH 16 - 18
2019

INFORMATION FOR CHAIRS/CO-CHAIRS/MODERATORS

Chairs and co-chairs play an essential role in keeping educational sessions flowing smoothly and on schedule. Carefully read the following operational guidelines for chairing sessions.

HOW TO VIEW YOUR PRESENTERS' SLIDES VIA THE PRESENTATION MANAGEMENT SYSTEM:

Chairs and panelists of sessions will have the ability to view slides from all the presenters in their sessions via the online Presentation Management System.

The Presentation Management System is open to presenters for advance submission of slide presentations (not for moderated or flatboard posters.)

- Click the following link: <https://acc19.sessionupload.com>
- You will be prompted for your email address
- Use ACC2019 as the password
- You will be required to set a new password, which must be at least 6 characters in length

This audiovisual presentation website will remain open throughout the meeting for your convenience. This means that you will be able to review your presenters' slides through the website, accessible from any internet connection with sufficient bandwidth.

PRIOR TO ACC.19: MOST IMPORTANTLY remind presenters that we want them to upload the slides ahead of time so learners may personalize their experience in advance of the live presentations.

ONSITE: (IN ADVANCE OF YOUR SESSION)

- Review the online Program Planner to reconfirm the day, time, and location of the program(s) you are chairing using the Online Program Planner or the ACC.19 App.
- Familiarize yourself with available tools on the ACC Presenters Only Page.
- Stop by the Faculty Development Office located inside the Speaker Service Center (Lounge & Learn Pavilion, Hall B) to familiarize yourself with the technology/tools that are available in your session.

ONSITE: (IN YOUR CLASSROOM)

Please arrive at your designated meeting room 15 minutes before the start of your session.

- Prior to the session starting: (i) review the status of each speaker on the Speaker Status tab — 'Checked-in' means the presenter checked-in with the Speaker Ready Room staff; (ii) ensure each speaker has a disclosure by reviewing each one on the Disclosure tab — a speaker without an electronic disclosure MUST verbally disclose prior to presenting. Please ensure any speaker that verbally disclosed is made aware that he/she must report to the Speaker Ready Room after the session to submit an electronic disclosure.



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- Insist that all speakers end their presentations on time even if it means asking them to go to their final slide; this will ensure fairness to all presenters who have prepared a presentation.
- You must end the session on time to allow for attendees to exit and allow for attendees who are waiting to enter for the following session. Frequently there is only 15 minutes between sessions.
- Review instructions on how to set the Limitimer (see instructions below) — use this device to assist in keeping to the speakers’ assigned timeslot.
- Use the Time Warning button on the Moderator’s laptop to send a red “warning” to a speaker (the audience will not see this warning.)
- In the event a speaker is late, the order of the presenters can be modified by using the up/down arrows on the Session Schedule tab which will update the Program Planner and the App in real time.
- All presentations and question and answer periods are in English.
- Devices on stage should be limited to use of session-focused technologies.
- Most sessions are recorded for resale — make sure speakers talk directly into the microphone and repeat questions from the audience.
- Visual reproduction of sessions (video or still photography) is prohibited without prior written permission — please refer requests to reproduce the session to the Media Complex.
- The audio visual (AV) technicians in the classroom will assist with any audiovisual inquiries or you may press the Assistance button on the console for AV help.

IMPORTANT FIRE SAFETY INFORMATION

- All attendees are requested to locate seats — the Fire Marshall will not allow standing.
- If overcrowding occurs, Staff will close the session at which time security personnel will not allow further entry until the next speaker change.

Limitimer® Set-Up Instructions

1. Set TOTAL TIME.
Use the ▲▼ buttons to set the preferred amount of Total Talk Time.
2. Set SUM-UP TIME.
Use the ▲▼ buttons to set the preferred amount of Sum-Up Time.
3. Press START ►.
4. To repeat, press REPEAT ◀ and START ►.

