

# NCTCA

## Chairing a Session

1. Check SCHED daily which has our Convention program to make sure the session has not been cancelled. Sometimes circumstances occur where the session does get cancelled or if changes have been made.
2. At the session:
  - a. Arrive 15 minutes before the session at the assigned location and room.
  - b. Introduce yourself as the chairperson for the session to the speaker.
  - c. Let the speaker know he/she can have lunch at one of the host rooms at the Westin or at the Shaw.
  - d. Before the session, ask the speaker if he/she wants a signal from you about ending the session (5 or 10 minute warning).
  - e. Let attendees know session starts in 5 minutes, 2 minutes, and start it on time. Just call out into the room "Session will start in XXmins."
  - f. Give a quick introduction – something like, Dr. So-and-So, is speaking today on title of session. You can also add the session description from SCHED, if you wish, but do not necessarily have to. Your speaker may also wish you to add something briefly, too.
  - g. **Remind attendees about evaluations on SCHED. Also, we have our NCTCA twitter and Facebook with lots of information.** Let them know if they are a contributor to our social media sites, they could be eligible to win great prizes. Do this before you introduce your speaker, or at the end of the session.
  - h. Place session full sign outside on door if necessary.
  - i. Check for ID of attendees if needed due to over-capacity. Those without ID will have to leave. Please ask them kindly.
  - j. End session on time. Thank the presenter.