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Overview
Thank you for agreeing to serve as a session chair at the American Diabetes Association’s Scientific Sessions. Session Chairs play a vital role in ensuring the educational integrity of the program. You have been selected to serve because of your expertise in the subject matter being presented.

Your responsibilities are more than just introducing the speakers. As the chair of the session, you will set the tone of the session, command the pace, and stimulate discussion by either taking questions from the audience or creating topics of your own to engage the speakers and audience members into a lively discussion.

Prior to the Meeting
Session Chairs should contact all speakers in the session to discuss the topics being presented. The information needed to contact the speakers will be sent to you in mid-May.

Before the Session
- Please arrive at your designated session room no later than 10-minutes prior to the start of the session.
- ADA will have program assistants ("Red Shirts") assigned to each session room. Please check in with the Red Shirt at the front of the room.
- Red Shirts will provide a brief tutorial on the use of the AV equipment and speaker timer.
- Red Shirts will brief you on which speakers are present or if a change of presenter has occurred. If a speaker does not show up in time to give their presentation, move on to the next speaker. If the speaker shows up after their presentation time, place them as the last presentation in the session.
- Speakers should arrive in the session room no later than 10-minutes before the start of the session. If you have not previously spoken with the speaker(s), introduce yourself and verify their introduction bio (if applicable).
- Speaker PowerPoint presentations will be sent to the session room electronically on a secure, central server. Red Shirts will provide speakers with a quick “refresher” on using the equipment before the session begins.
- Ensure that speakers have their microphone adjusted properly for maximum projection to the audience.

Session Room Equipment
Each session room is equipped with the following (depending on room size):
- 1 Standing lectern with microphone.
- 1 Confidence monitor.
- 1 Hard-wired lavaliere microphone.
- 1-2 Projection screen(s).
- 1-2 LCD projector(s).
- 1-2 Moderator microphone(s).
- 2-4 Audience microphones.
- 1 Speaker timer.
During the Session

- Use the housekeeping script below to make announcements as needed throughout the session. Red Shirts may ask you to make additional announcements as required.

- Start and end the session on schedule. Begin the session with a brief introduction of the session, including the session title, and introduce yourself to the audience, including your name, title, and institution affiliation.

- Introduce each speaker prior to their presentation using the introductory bio that was sent to you (if provided by the speaker). Note: Introductory bios are not provided for oral presenters.

- Ensure speaker presentations remain within the allotted time. Individual presentation times are located in the Final Program and on the meeting App. A speaker timer will be available at the session chair table to assist you with staying within the allotted time.

- Supervise the question and answer period at the end of each talk or session. It is a good idea to have one or two questions prepared to engage the audience if necessary.

- Due to time constraints, please allow only one question from each audience member. This will give everyone the opportunity to have their question answered. If time permits, audience members may ask additional questions.

- Red Shirts will have radio contact with the Speaker Ready Room, AV technicians, security, etc. if assistance is needed.

- Red Shirts will remain in the room to assist you if a problem arises. They will also monitor the room for overcrowding. If overcrowding becomes an issue, the Red Shirt will direct the security guard at the door to close the room to anyone wanting access and redirect attendees to a designated overflow room.

Ending the Session

- End the session by thanking the speakers for presenting and the audience for attending the session.
Housekeeping Items Checklist
Please make the following announcements prior to the start (or during) the session if necessary.

- **PHOTOGRAPHY IS PROHIBITED. DO NOT take photos at any time during the session.**
- If there are any empty seats in the center of your row, please move over and occupy those seats so that late arrivals can utilize the seats closest to the ends of the rows to minimize disruption.
- Do not place bags or materials on the seat next to you. Please store them underneath your seat to maximize seating.
- If you are standing, please try to find an empty seat. **DO NOT** block the entrances or aisles as this is a fire hazard and could cause the session to be shut down by the fire marshals.
- Place all cell phones and other electronic devices in silent/vibrate mode.
- If you leave the room during the session, please take your belongings with you. Re-entry may not be allowed due to seating capacity.
Session Formats
The Scientific Sessions consists of the following types of sessions. All sessions are two hours in length unless otherwise noted.

- **Symposium**
  A Symposium includes three to five presentations. One popular format is two "basic" lectures and two "clinical" lectures on the same subject. Another format is an overview lecture on a given topic, followed by three to four lectures, each focusing on a specific aspect of the research.

- **Current Issues**
  Current Issues normally consist of two presenters, each of whom will speak on the same issue. The presentations within these sessions could be related to a controversy where each speaker will take a side or complementary viewpoints.

- **Case Studies**
  Case Studies normally consist of two to four speakers each presenting a case study. Each study is a record of clinical experiences, observing both classic and rare issues that confront the practitioner. Presenters will pose questions to the audience to show how the complexities of real-life situations influence practice decisions.

- **Oral Presentations**
  Oral Presentations are grouped by topic or theme and include up to eight presentations. They provide attendees with the most up-to-date basic science and clinical research data in the field of diabetes. Each presentation is 10-minutes in length followed by a 5-minute question and answer period.

- **Oral Presentations with a State-of-the-Art Lecture**
  Oral Presentations with a State-of-the-Art Lecture include up to six presentations. Each presentation is 10-minutes in length with a 5-minute question and answer period. The State-of-the-Art Lecturer is a well-known researcher who focuses on his/her current research with a 30-minute presentation to set the stage for the six presentations that follow.

- **Mini-Symposium**
  A Mini-Symposium is 60-minutes and normally consists of two speakers, each giving a 20-minute presentation, followed by 20-minutes of questions and discussion with the audience. Although the format for this type of session may vary, the most popular formats are Symposium, Current Issues, or Case Studies.

- **Professional Interest Group Sessions**
  Professional Interest Group Sessions are 60-minute, hot-topic discussion sessions hosted by ADA Professional Interest Groups on the latest research and care specific to the specialty.