Training for Session Chairs

Session Chair Responsibilities:

1. The role of the session chair has three parts:
    a. Working with the speaker to make sure that all paperwork is submitted (bio form, copyright form, paper (if applicable), and presentation (draft)).
    b. Evaluating the papers in your session to determine their worthiness for magazine publication and possible awards.
    c. Hosting your session at AISTech.

Important Links:

- OpenWater URL: https://aistech.secure-platform.com/site/organizations/main/home
- Session Chair Dates & Information: https://aistech.secure-platform.com/site/page/resources/session-chair-instructions

Tasks/Deadlines:

- Working with the speaker to make sure that all paperwork is submitted (bio form, copyright form, paper (if applicable), and presentation (draft)).
    - Click My Account →My Reviewing Assignments
    - Under "Select Entry Round" click Open next to "AISTech 2027 (Confirmation & Uploads)"
    - Click Open next to "View All Categories"
    - You should see a list of all the abstracts that have been assigned to you
    - Click on View Abstract next to the first title listed
    - On the next page, you will see several tabs with important information such as Session Information, Author Information & the Evaluation Form.
    - On the left-hand side, the main contact's information is listed
- Evaluating the papers in your session to determine their worthiness for magazine publication and possible awards (BY APRIL 30th)
    - Follow the steps above.
    - To download the paper, Click on the link underneath the paper
    - Read the paper thoroughly & answer the evaluation questions on the right-hand side.

- Hosting your session at AISTech:
    - Attend Author/Chair Introduction the day of your session to meet authors & obtain Session Chair Folder which contains bio of authors and other important information.
    - Go to the session room 30 minutes before the session to ensure the room setup is complete.
    - Become familiar with the computer in the room and the location of the presentations for your session on that computer.
    - In the session room, locate lights and check audio-visual equipment.
    - Start and finish presentations on time and as scheduled.
    - Introduce Session Chairs & presenters (ensure all use microphones)

- You are authorized to terminate a presentation if Commercialism Policy or AIST Antitrust Guidelines are violated
- Q&A period:
    - Solicit questions with the inquirer stating name and company
    - Repeat question to audience if necessary
    - Limit so that next presentation begins on time
- Present Author Certificates to presenters after their presentation (There is only one certificate provided. If additional certificates are needed, please contact AIST staff and it will be sent after the conference.)