CERF Session Chair Responsibilities from now until CERF 2021

Prior to the meeting:
- Attend facilitation training to learn about the platform and get tips for leading discussion. **The training will be held on October 8th from 1-2:30 pm EST**. A recording of the training will be made available afterwards if you are unable to attend. Register for this training here: https://us06web.zoom.us/meeting/register/tZYoce-orD8uHNOOQU4TyiPeZ3ZtIztL6VEy
- Fill out the "run-of-show" document that specifies details for session timing, such as identifying time for session and speaker introductions. The run-of-show document and detailed instructions are available here: https://conference.cerf.science/2021-session-conveners-resources. Additional information about crafting your session and filling out the run-of-show document will be provided in the facilitation training. This document is due on **October 22, 2021**.
- Review abstracts/recorded presentations to prepare questions and plan for discussion
- Contact presenters and let them know of your plan for the 30-min discussion section(s)
- Advertise your session on social media using #CERF2021 hashtag

During the Session:
Your responsibilities as session chair are to handle introductions, invite engagement and be welcoming of live attendees, stay on time, prompt stage crew on recordings, moderate discussion and facilitate diverse input, and fill in with questions as needed.

Based on the run-of-show template that you've developed, you will run through each of the three components of your session:
- 30-min period with 1-2 anchor talks
    - introduce session topic (1-2 min)
    - introduce anchor speaker(s) and ask them to turn on their camera briefly before their recorded presentation is played
    - indicate to stage crew to start anchor talk(s)
    - short live discussion for anchor talks; keep on time in the 30-min block

- 30-min period with summary talks only
    - introduce each summary speaker and ask them to turn on their camera briefly before their recorded presentation is played (no more than 1 minute), or introduce all speakers at the beginning (no more than 5 minutes)
    - indicate to stage crew to start each summary talk
    - encourage audience to prepare questions for discussion time

- 30-min discussion with all speakers
    - introduce discussion session and set up ground rules for audience participation: turn on your mic, raise your hand, and/or chat
    - follow the plan that you have developed for your session
    - announce related poster or oral sessions, plus 12-min companion talks