Call for Session Chairs Guidelines
SESSION CHAIR/ MODERATOR GUIDELINES

1. Role and Responsibilities

The role of a Session Chair/ Moderator is fundamental to the success of the conference program, as they play a pivotal role in the smooth and timely delivery of high-quality sessions. In addition to the specific tasks mentioned below, the Session Chair/ Moderator must also take part in the review of abstracts.

A Session Chair/ Moderator is appointed to each session to develop the content of that session based on reviewed abstracts and/ or invited speakers. They are assisted in this endeavour by the Conference Co-Chairs who are responsible for overseeing all the sessions and help ensure the overall quality of the content. SCDM staff will also provide logistical support to Session Chairs/ Moderators and Conference Co-Chairs.

All Session Chairs/ Moderators are required to attend regular coordination calls with the Conference Co-Chairs and Speakers. Failure to attend such touchbases, meet the provided deadlines or assist the session Speakers as required, leads to your session’s removal from the program.

Acting as a Session Chair/ Moderator requires a significant commitment of time and energy but it also provides unique benefits such as:

- an unparalleled opportunity to network with key players from the industry,
- an unequaled platform to discuss the main challenges in the industry and find solutions to overcome them,
- a one-stop-shop for knowledge sharing and business development,
- an unrivaled occasion to position yourself as a thought leader in the presented topic and increase your reputation within the society.

In appreciation for your valuable input into developing and preparing the session, we will offer all Session Chairs/ Moderators a discounted full conference pass and CEUs for renewing their CCDM certification.

2. Timeline

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<th>Event</th>
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<tr>
<td>Call for Session Chairs</td>
<td>December 15, 2016 – January 25, 2017</td>
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<tr>
<td>Session Chairs submissions evaluation</td>
<td>Mid-February 2017</td>
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<tr>
<td>Interviews with Conference Co-Chairs</td>
<td>Mid-February 2017</td>
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<td>Session Chairs notification of acceptance</td>
<td>End February 2017</td>
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<tr>
<td>Session Chairs confirmation of participation</td>
<td>Beginning of March 2017</td>
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<td>Coordination calls with Conference Co-Chairs (mandatory)</td>
<td>Monthly basis</td>
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<tr>
<td>Session Chair Pack – Part I (signed agreement, disclosure forms, bio, photo and CV submission)</td>
<td>Beginning of March 2017</td>
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<tr>
<td>Call for abstracts</td>
<td>March 13, 2017 – April 17, 2017</td>
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<tr>
<td>Coordination calls with Speakers (mandatory) – regular basis</td>
<td>June – September 2017</td>
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<tr>
<td>Session Chair Pack – Part II (final session information)</td>
<td>June 23, 2017</td>
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<tr>
<td>Draft session plan/ agenda (panel + roundtable) &amp; PPT presentations due</td>
<td>August 7, 2017</td>
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<td>Assessment questions due</td>
<td>August 7, 2017</td>
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<td>PPT presentation review + feedback to be provided to speakers</td>
<td>Mid-August 2017 – end of August 2017</td>
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<tr>
<td>Final Session plan/ agenda (panel + roundtable) &amp; PPT presentations due</td>
<td>September 4, 2017</td>
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<tr>
<td>SCDM 2017 Annual Conference</td>
<td>September 24-27, 2017</td>
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<td>Session report</td>
<td>October 6, 2017</td>
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*subject to change
SESSION TYPES GUIDELINES

1. Presentation Session

Presentation sessions consist of 3-4 presenters per session. Each presenter is given around 20-25 minutes to make the oral presentation. The speakers will have a maximum time of holding their presentation and the remaining time will be used for open forum to provide some time to discuss some points of the presentations together with the audience.

The speakers are encouraged to utilize a PPT presentation for supporting their speech. All the presentations and other related materials (such as videos and pictures) should be reviewed and approved by the Session Chairs.

2. Panel Discussion Session

IMPORTANT FACTS:
- The panel is facilitated by the Moderator/ Session Chair who guides the panel and the audience through the topic.
- The panel, composed of 3-4 experts or practitioners in the field, shares facts, offers opinions and responds to audience questions either through questions curated by the moderator or taken from the audience directly.
- No PPT presentations.

A PANEL IS NOT:
- A set of presentations, one after another. The panel format allows for a brief introduction and then discussion among the panellists and audience.
- A one-on-one interview with each panellist. Many untrained moderators simply ask questions of each panellist, one after another, rather than build the dialogue into a conversation. Unless there is interplay among the panellists, have an “up close and personal” interview with each speaker.
- Just Q&A from the audience.

We are not mandating a format. We will let the panel moderator determine their best method for delivering the content for these sessions. There are a few key points that are essential for all the people involved in these sessions to understand.

These types of sessions still require preparation. One key way to make these effective sessions is to have presenters with different views on the same topic. This can make for a lively session. It is beneficial for the Session Chair/ Moderator to provide clear communication to the team members before the session and have some prepared questions to get the conversation started. It is best to just provide the panellists an overview of what the plan is but not rehearse the session. There is a benefit to the natural interaction that can arise from a panel discussion session.

Brainstorm some ways to engage the attendees before the session. This can include the use of social media (Twitter, FB or LinkedIn) or SCDM Mobile App. Other technology can also be explored and discussed with the Conference Co-Chairs.

At the start of the session, present the panellists with the goal of the session or the topic of the discussion. You may also want to set out some ground rules such as “agree to disagree” or “no personal attacks” etc.

If you have a presentation to do to set the stage, it is recommended that you do this at the start of the session and keep this very brief.

Do not save audience comments and Q&A until the end. This makes it more of a normal format of a session. The benefit of panel discussions is to hear different viewpoints and different ways of working. This may come out more with audience participation at key points in the session.

According to the 2014 Panel Report – “A 2014 Snapshot on the Effectiveness of Panel Discussion at Meetings, Conferences & Conventions” by Kristin J Arnold – You probably are best placed to select 3 to 4 people for your topic. They recommend “DEEP” participants. This means diverse, experienced, eloquent and prepared.
Special notes about the role of the Session Chair/ Moderator:

1) These types of sessions require a facilitator who can keep the conversations going with their participants and with the audience. This may require a topic to be discussed among the panellists and then have discussion with the audience. It also requires a firm grasp of the topic and key points of interest to the attendees. It is also essential that this does not become a discussion about particular vendors or service providers.

2) The Session Chair/ Moderator should also introduce themselves and provide their background related to the topic then provide a similar background on the panellists.

3) Be prepared to start with a sample question and facilitate the discussion among the experts you have selected.

4) It is essential to maintain a non-judgmental approach to your presenters.

5) As the facilitator, you may need to politely handle a situation when someone who is trying to dominate the conversation. This could also be done by imposing some time limits to discussions. Conversely, you may need to draw out any quiet participant.


3. Roundtable Session

What is a Roundtable presentation?
Roundtable presentations are among the most flexible format offered at the conference, and may look quite different from session to session. The one thing that they have in common is that each allows for extended discussion among a small group. Roundtables are an ideal forum for giving and receiving targeted feedback, engaging in in-depth discussions, and meeting colleagues with similar interests.

Description: Delegates will be seated at tables of eight to ten – randomly at first. The presenters will each have five minutes at the beginning of the session to present their topic. Time for Q&A will be brief – just to clarify points of fact etc. The real discussion comes later!

Once all five presenters have pitched their idea, each table in the room will be designated to a particular presenter/project. The presenter (+/- co-presenters) goes to their table and the delegates migrate to whichever table was of interest to them in the initial presentations. The delegates will likely have questions for discussion, but the presenter should also bring with them some points for discussion, to get the ball rolling.

The front-of-room presentations, with turn-overs and minimal questions will occupy less than half of the session (max. 5 minutes per presenter), with the remainder available for rich discussions at the tables.

Distribution of delegates: The Session Chair/ Moderator may use their discretion to request that delegates chose another table if it seems that an uneven distribution of delegates is developing.

Visual aids: Roundtables do not have traditional audio-visual aids available, but most roundtable presenters bring handouts illustrating their work. If a couple of PowerPoint slides would help the presenters introduce their topic, then this can be accommodated, but the Session Chair will be running strictly to time.

Preparation: The presenters in this type of session should be ready to present their ideas in a succinct fashion, with whatever visual aid adjuncts they see fit. They should also identify some topics of conversation that could be discussed at the tables. Delegates often have plenty to contribute but sometimes conversation takes a while to warm up, so the Speaker and Session Chair/ Moderator should have some conversation-starters ready to go!

Handouts: Speakers are encouraged to bring 10-15 copies of all materials that they wish to share with session attendees. They should make sure to include their contact information on the first page to encourage follow-up. Past evaluations have clearly indicated that one frustration, in particular for new and international attendees, is the use of ‘insider’ language, acronyms, and abbreviations that make it difficult to comprehend readily a presentation so this should be avoided as much as possible.