Preparing your session with other presenters

– Guidelines for the Session Chairs of the AASP 2021 Conference –

- Check the date/time of your session: **All parallel sessions are planned for 70 minutes.**

- Your session consists of three to four presentations, including yours. **We recommend 15 minutes for each presentation, followed by a 10-minute Discussion/Q&A.**

- Contact the presenters of your session before the conference so that you can make decisions with the presenters (Please see below).

- **Decide whether or not to record your session during the live stream.** If you decide to record your session, a designated staff member, who will manage the technical aspects of your Zoom meeting room, will record the session as requested. If you choose to record your session, please contact us (aasp2021@gmail.com) by July 25.

- The audience may post their questions/comments on the 'Q&A' and 'Chat' that appear on the Whova 'Agenda' page. Please visit the page on a regular basis to communicate with audiences.

- If you have any questions or requests regarding your session, please feel free to contact us (aasp2021@gmail.com).