**2023 AADE National Technical Conference and Exhibition**

**April 4 - 5, 2023**

**Bush Conventional Center, Midland, Texas**

**Session Chair Instructions and Checklists**

The AADE 2023 National Technical Conference and Exhibition will include over a dozen speaker sessions (excluding student presentations), encompassing more than 50 papers. The quality of AADE technical papers and presentations is the key to the success of the conference.

Please remember that this might be the first time presenting for some of our authors. Thus, the session chairs must be involved with all the authors throughout the period of preparation as well as moderating the session. In short, the success of your session depends on you being involved from now until the conference is over.

For each session, two session chairs will be assigned. If you have not yet been assigned a co-chair, please select a candidate and notify Mary Dimataris ([mdimataris@outlook.com](mailto:mdimataris@outlook.com)) of your selection. For session chairs, consider selecting a colleague from an operator or company other than yours that has a background in the session topic.

Once a co-chair is confirmed, make time to discuss the conference with your co-chair and divide up the check list duties. Confer frequently with your co-chair to make sure that contact with each author is made regularly and all issues resolved. Stay in touch with the Technical Program Committee to communicate the status of your session in meeting deadlines and to resolve any problems or concerns.

|  |  |  |  |
| --- | --- | --- | --- |
| Program Coordinator | Mary Dimataris | [mdimataris@outlook.com](mailto:mdimataris@outlook.com) | 281-507-6397 |
| Conference Chairs | Mitchell Gipson | [mgipson@reimid.com](mailto:mgipson@reimid.com) | 210-709-6554 |
| Cory Frederick | [coryf@forl.com](mailto:coryf@forl.com) | 432-288-0086 |

Please note the checklists on following pages are specific duties with a specific time frame. Make sure that you and your session co-chair are familiar with this list and time frames involved. Don’t wait until the last minute to start trying to contact your authors; they are as busy as you are and they have a paper, powerpoint presentation, and recorded presentation to author. The list has been divided into time frames. You might find these hyperlinks to be useful:

[On-Going Responsibilities of Session Chairs](#Ongoing)

[First steps as Session Chair](#First)

[Early contact with authors](#Early)

[In late January / early February](#LateJan)

[Mid-February - Reviewing Technical Papers](#Reviewingpapers)

[Mid-March – Powerpoint Presentations](#PowerpointPresentations)

[Mid-March - Recorded Presentations](#RecordedPresentations)

[A Few Days Prior to Conference](#Fewdaysprior)

[Day of the Conference, Before your Session](#Beforesession)

[During your Conference Session](#DuringSession)

[After your Conference Session](#AfterSession)

**On-Going Responsibilities of Session Chairs**

Session Chairs are relied upon to shepherd authors assigned to their session through the process of preparing for the conference. Key elements include:

* Establish early and continuous contact with the authors (see [Early Contact](#Early) section below)
* Delivery of AADE templates and forms. The primary authors have been given access to these templates via the AADE & Omnipress websites. However, to ensure that the templates are readily available to the authors, we are asking you to duplicate the delivery and make sure your authors have the templates.
  + Paper template
  + Presentation template
  + Copyright form (to be signed by each author)
  + Author instructions (including restriction of commercialism)
* Ensure the authors adhere to the guidelines
* Papers and Presentations are uploaded on time
* Papers and Presentations are non-commercial in nature. If there is a question about commercialism, please contact the Program Coordinator.
* Ensure the authors meet the deadlines:
  + **Papers and Copyright forms – due February 3**
  + **Powerpoint Presentations – due March 1**
  + **Recorded Presentations – due March 10**
* Identify and address any issues with authors or submissions at an early stage in the process.
* Prepare for the conference session
* Ensure the sessions are organized and run efficiently

**First steps as Session Chair**

* **Confirm that you can access the website** (the link is in the email you received from Omnipress) and information on the 3 or 5 authors/papers assigned to your session is visible to you and your session chair. If you have problems with this step, did not receive the email from Omnipress with the link, author information is not visible, or have questions about the website, please contact the Program Coordinator, Mary Dimataris ([mdimataris@outlook.com](mailto:mdimataris@outlook.com)).

**Early contact with authors (do this in the next week)**

* **Immediately contact** the authors to introduce yourselves and ensure that authors have received acceptances (since some notices may have found their way into Junk Mail). Authors have been asked to confirm their acceptances via the website, but we have found the personal contact now is very important.
* **For Non-US authors only -** It is a condition for presenters residing outside the US to nominate a US-based alternate who will be able to make the presentation in the event that the primary presenter is unable to travel (due to visa or other difficulties).
* **On your first contact:**
  + Introduce the session chairs. One Session Co-Chair should be the point of contact for the session authors.
  + Let the authors know they can contact you as Session Chair(s) for guidance if necessary.
  + Confirm that the authors have received acceptances (and responded on the website). If they have not responded, confirm acceptance and send info to Mary Dimataris ([mdimataris@outlook.com](mailto:mdimataris@outlook.com)).
  + Confirm authors are preparing to write the papers.
  + Remind the authors they must register (and pay) to attend the conference – including the presenter. Hint: Early registration (reduced fee) usually closes about 30 days before the conference. This year we expect to sell out, so early registration is advised.
  + Ask if the authors have any questions regarding the conference.
  + Reconfirm the authors’ commitment to meet all requirements including submission deadlines.

In late January / early February

* Authors should be reminded by e-mail in January and then verbally in late January of the **February 3** submission deadline for the final paper.
  + Authors should be advised as to how to submit the paper to your session (via upload to website). Let authors know to submit their paper via the website in Acrobat .pdf format on or before February 3.
  + Explain there is a copyright release form for each author to sign and return with the final paper submission. The copyright form is available on the website. If there are any questions on copyright issues, please contact Mary Dimataris ([mdimataris@outlook.com](mailto:mdimataris@outlook.com)).

**Mid-February - Reviewing Technical Papers:**

* + Once a paper is uploaded to the website, you will be able to download and review the paper.
  + The authors are expected to use the AADE template.
  + Review the papers for obvious commercialism and ask the authors to correct and resubmit the paper.
  + The authors can upload corrected versions; the website will keep only the last version of any paper.
  + Minor changes to the title, authors, or abstract are permitted. However, if the nature of the paper changes, then the Technical Program Chairs should be notified and a decision will be made if the paper will be accepted. The printed program will reflect the title and authors as listed on the final paper submitted.

**Assurance that Powerpoint Presentations are of high quality, non-commercial and are submitted on time**

* Presentations are due **March 1**. This will allow for general review (screen for commercial content) and preparation for the recorded presentation and the meeting. Should there be any changes needed to remove commercial content, etc, the Session Chair should contact the author and explain what actions the author needs to take to correct the matter in a timely fashion.
* **February 20** – Authors should be reminded by e-mail and then verbally of the presentation guidelines and deadlines.
* Instruct authors to upload presentations to the website no later than **March 1** deadline.
  + Once a presentation is uploaded to the website, you will be able to download and review the presentation.
  + Verify that the presentation is in PowerPoint format
  + **The presentation must use the AADE template.** This template is designed to make sure the font size is appropriate for the large lecture rooms. Weird colors and small font are neither professional in appearance or informative.
  + Review the presentation for quality and content:
    - Presentations should look professional
    - Company promotion should be kept to a minimum (first and last slide only)
    - If you have any questions regarding the quality or content of a presentation, please Mary Dimataris or one of the chairs listed on Page 1.

**Recorded Presentations – due March 10**

* Using the Powerpoint Presentation, the author(s) should record a 20-min presentation using either their own software or software on the Catalyst-Omnipress site. There is no charge for using the Omnipress software. **The format of the recorded presentation should be MP4.**
* Writing a script for the presentation (i.e., planning what to say) is strongly recommended for each author. Writing the script will also help with the approval process by the author’s company.
* Once the recorded presentations are uploaded, please review and make sure:
  + The presentation works properly.
  + The presentation is professional in nature
  + The presentation is non-commercial
* If there are any questions/problems, please contact the Technical Coordinator as soon as possible to allow time for matters to be corrected.

A Few Days Prior to Conference

**Contact with the author/presenters:**

* Confirm with the author/presenter the time and date of the presentation.
* Cell phone number for each speaker
* Ask for a short biography to use in the author’s introduction, including:
* Preferred Name
* Title
* Company
* Brief work history
* Ask the presenters to bring a memory stick backup copy of the presentation to the session. (The Program Coordinator will download all the presentations and prepare the computers in each room. However, all presenters and session chairs should be doubly prepared and bring a backup – just in case!)

**Prep for you as a Session Chair**

* Before the Conference, both session chairs should read the papers in their assigned session and formulate possible questions.
* Contact the author with any points of clarification.
* Both session chairs should be very familiar with each author’s work before the session begins
* Please communicate any problems or concerns to the Technical Program Coordinator.

**Day of the Conference, Before your Session**

* Verify that all your speakers are present and know the time/location for presentations.
* Notify Program Coordinator (Mary Dimataris @ **281-507-6397**) if there is anyone missing. She may be able to arrange a replacement from the Alternates list.
* If there are any last-minute presentation changes, make sure the correct version of the Powerpoint presentation is loaded on the computer.
* Before the session begins:
* Pick up author gifts from the registration desk
* Get familiar with the computer
* Verify that each session loads properly

During Conference Session

* Remind each speaker to speak clearly, firmly, and close to the microphone.
* Welcome to the “…..” session.
* If your session is at 8:00 am, please mention the following:
  + Exits
  + Restroom locations
* Introduce yourselves, Session Chairs (including a brief bio)
* Remind them of the following information:
  + The number of papers to be presented during your session.
  + Remind the audience to please silence all cell phones and pagers.
  + No photography or recordings are allowed (except for the official conference photographer).
  + Presentations will be 20 minutes long with 8 minutes for questions and answers. Two minutes will be reserved to set up for the next speaker. Do not start the next speaker early as it interferes with people moving between sessions.
  + If your session is directly before lunch, inform the audience where and at what time lunch will be served.
* **Introduce each speaker with the following information:**
  + Name
  + Title
  + Company
  + Brief work history
  + Title of paper
* Give each speaker a warning when there are 5 minutes remaining in his/her allotted 20 minutes of speaking time.
* Ask the audience for questions.
* Present the speaker’s award at the completion of the presentation.
* At the end of the session, thank all the speakers for their contribution to making the AADE 2022 Fluids Technical Conference and Exhibition a success.

**After the Conference Session**

* Return memory sticks to the individual author(s)
* Destroy any copies of the presentations that you downloaded in preparation for this event.

Thank you for being a session chair and helping to make this conference a success!