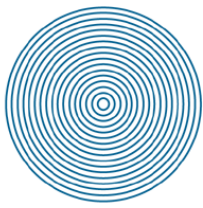


AMIA 2013

Session Chair Package

- Session Chair Responsibilities & Deadlines
- Session Chair Checklist
- Change Request Worksheet
- Sample Letter: Chair to Speakers
- Sample Letter: Reminder to Speakers



2013 AMIA Conference

Session Chair



Responsibilities & Deadlines

Throughout the planning and execution of AMIA's Annual Conference, chairs of sessions, workshops, and screenings serve as liaisons between the Conference Committee's Program Coordinators and the event's participants to shape and define the event and each speaker's role.

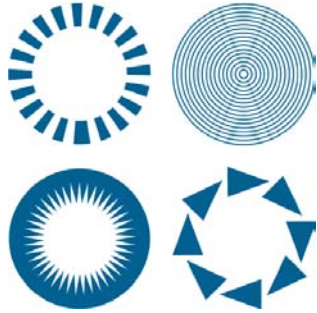
Session Chairs review session papers/presentations and make suggestions to the panelists before submitting the final description of the panel to the program coordinator. They also work with speakers to determine time allotments, the order of presentations and any a/v requests.

Crucial Deadlines and Duties:

- **September 6, 2013** – First update of the Preliminary Program on the website from changes received by September 5th.
- **September 7, 2013** - By this date you should have contacted your speakers (Sample Letter: Chair to Speaker attached).
- **September 23, 2013** - If your session is selected for videotaping, you will be contacted by the AMIA Office. With the assistance of the AMIA Office, ensure that all speakers (including the chair) sign and return videotaping release forms.
- **September 28, 2013** – All changes must be sent to your program coordinator. After this date, no changes can be accepted for the final program. A Change Request Form is attached.
- **October 15, 2013** – Any of your speakers who are not AMIA members and are interested in receive a one day complimentary registration must register by this date. To take advantage of this, non-member speakers must register by October 15th.
- **November 1, 2013** – Send letter to speaker, with reminders to bring a backup copy of any PowerPoint presentations, and that laptops are not provided. You

may wish to coordinate that one speaker have a laptop for the entire presentation. *Sample letter attached*

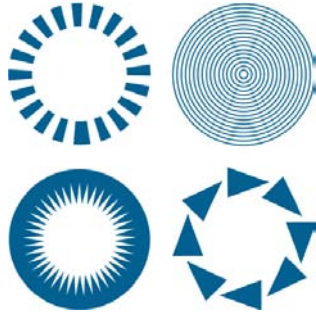
- **At least one day before your session** - Contact all of your speakers prior to the session to make sure that they don't have any problems. **Do not wait until the day of the session to do this.**
- **The day of your session** - Arrive 20 minutes early to your session. Both the volunteer assigned to the room and the audio-visual technician are expecting you. With the AV technician, test all mics, set up your laptop (if you are using one) and make sure it is working correctly. Decide whether speakers are to stand at a podium or sit at the table to deliver their presentations. The volunteer will be responsible for turning the lights on and off, seating guests and distributing any handouts.
- **During your session** - Be prepared to moderate or facilitate the wrap-up of the session.
 - Indicate where audience can acquire more information.
 - Encourage audience to continue an informal discussion with the speakers after the event and throughout the conference.
 - **ENSURE SPEAKERS ADHERE TO TIME LIMITS AND END THE SESSION ON TIME.** Any sessions that run more than a few minutes late will be terminated by staff. Chairs of the next session must have time to prepare their sessions.
- **November 15, 2013** - Send "Thank You" letters to speakers. Urge speakers to submit their papers or PowerPoint presentations to be published on the Conference website.



AMIA 2013 Session Chair Checklist

Following is a checklist of Session Chair deadlines. You may use this guide to make sure that you have completed and returned all requested information by the appropriate deadline. **All forms should be returned to your Program Coordinator.**

Complete	Due Date	Description
	9/6/2013	First update to the Preliminary Program online.
	9/7/2013	Send letters to speakers to confirm their participation in your session. Session Chair to Speaker Letter
	9/28/2013	Final date to submit any program changes by completing and returning Change Request Worksheet to your program coordinator.
	10/20/2013	Deadline to return releases for GEH videotaping. Those not returned will not be taped.
	11/1/2013	Reminder to speakers sent, including onsite contact information, session reminders. Registration
	11/15/2013	Thank you letters to speakers.



AMIA 2013 Change Request Worksheet

Please fill out this worksheet to provide your Program Coordinator with the information about any changes to your original proposal. The description that appears in the conference program is taken directly from the information that you supply, so please ensure that information is complete, accurate and copy-ready. Any changes must be returned to your Conference Committee Program Coordinator **no later than September 28, 2013**

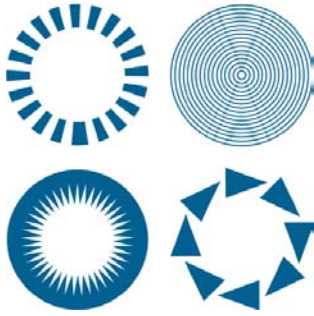
Session title: _____

AMIA Group or Committee sponsoring session: _____
(Please confirm with committee chair before submitting.)

Session description changes (please attach): *Please provide any changes to your session description as submitted on your proposal. Must be 150 words or less. If your description exceeds 150 words, it will be edited to fit the program format. If no description is received the description included in your proposal will be used, subject to edit by the conference committee.*

Speaker Information

Please include full contact information for each Chair and Speaker.



AMIA 2013

Sample Letter

From Session Chair

To Each Speaker

Re: [Session Title]

Dear [name of speaker]:

I am pleased to tell you that the AMIA Conference Committee has accepted the proposal titled "session title" for the 2013 Conference in Richmond, VA.

If you are no longer able to participate in this session, please let me know *immediately*.

The following is a description of the session as it will be presented at the Conference:

[Insert description here, incorporating any changes.]

I will serve as chair for this [session/workshop/screening/poster] and will be happy to provide additional information if you have questions. My contact information is listed below. I will be in touch with you soon to verify details for the program (your name, institution name, and presentation topic) and any audio visual needs. There are very firm deadlines for finalizing this information. The deadline for final changes to the published Conference program is **September 28, 2013**.

The 2013AMIA conference will take place in Richmond, Virginia on November 6-9, 2013. Speakers who are *not* AMIA Members and who are a part of a conference event qualify for a complimentary single-day conference registration on the day of their session only. A speaker's complimentary single-day registration covers general registration fees only. All AMIA event speakers will receive copies of the conference registration packet via email in August. If you are not an AMIA member, please submit your conference registration form by **October 15, 2013**, indicating on the form that your registration is "Complimentary: Non-Member Speaker." We can only extend the offer for a one-day registration until that date.

For more information on the conference, please visit the Conference website at:

www.AMIAConference.com.

I am sure the session will be of great interest and will give AMIA conference attendees a unique opportunity to learn from the experiences of you and the other speakers.

Please send me, as soon as possible, how you would like the following information listed in the final program:

- Name
- Affiliation
- Mailing Address
- Phone
- Fax
- Email

Thank you for contributing your time and expertise to the success of the 2013 AMIA conference. I look forward to seeing you in Richmond!

Sincerely,

[Session Chair]

CONTACT INFORMATION



AMIA 2013

Sample Letter Reminder to Speakers

Dear Speaker:

As we get ready to head to Richmond, I wanted send out a few reminders and let you know how to reach me during the Conference.

- If you are doing a Powerpoint presentation - please remember to bring a backup copy! Also, a laptop is not provided in the room, so if you are not bringing your own laptop, let me know **AS SOON AS POSSIBLE** so I can confirm that another speaker will have one for you to use. If your laptop is a Mac, please bring a connection cable - some are proprietary and it isn't guaranteed that the AV technician will have a spare.
- Arrive In the room **at least 15 minutes** prior to the beginning of the session. The AV technician will be waiting for us, and is on the clock.

The order of the presentations will be:

1. Speaker 1
2. Speaker 2
3. Speaker 3
4. Speaker 4

If you need to contact me before the session, you can reach me at [the hotel] or by mobile at [mobile number].

Name

Contact info