Thank you for volunteering to serve as a session or symposium chair this year! The MSA 2024 Annual Meeting is scheduled to be an in-person meeting from June 9-12, 2024 at the Hilton Toronto Markham Hotel and Conference Centre in Markham, Ontario, Canada.

If you are unable to serve as a Session Chair, please email MSA immediately.

SESSION ROOMS AND EQUIPMENT

- Your session room can be located by referring to the MSA 2024 Annual Meeting Schedule at a Glance.
- Each room will have a PC, projector, at least one display screen, a podium, and microphone.
- The main session room will also be equipped for live streaming and video. Specific sessions in the main session room (Conference Centre I, II, III) will be recorded and/or live streamed.

THINGS TO BRING TO YOUR SESSION

- Speaker names and titles of their talks. A copy of the presentation list for each session will be placed at the podium for reference. You may also refer to the MSA program/abstract book for this information.
- All of the presenters have been allotted a specific amount of time for their presentation. Time has also been allocated at the end of each session for a Q&A period. Session chairs may allow questions between presentations if time permits.
- Session Chairs, in consultation with the presenters, may adapt the sessions to allow questions at the end of the session.
- Symposia presenters are given a longer presentation time, with Q&A at the end of the session. Symposia chairs, in consultation with the presenters, may adjust the times for the presenters to have Q&A at the end of their presentations.
- You should have a watch, phone, or other device for time-keeping.

TASKS FOR SESSION CHAIRS

1. Appear in the room at least 10 minutes before the session starts.
2. Test the equipment and ask a volunteer to call a technician if there are any technical issues. (All session rooms should have a volunteer or AV technician in the room to assist.)
3. There are no pre-recorded talks for this meeting. If a presenter has withdrawn, or does not show up, their presentation time may be used to give extra time to each presenter or to allow for Q&A at the end of the session.
4. Talk to the presenters:
   a. Help them access their files on the laptop and show them how to use the equipment.
   b. Take note of each presenter you have seen and determine if there are any no-shows.
   c. Ask presenters how to pronounce their names.
   d. Let the presenters know how you will help them keep the time. Arrange for a signal or notification care if a speaker goes over their time by a significant amount.
5. When the session starts, briefly announce the plan for the session (e.g., “Welcome to the session on <title>. We have <number> talks. We will allow <number> minutes per talk and have x minutes for Q&A at the end of each presentation.
6. Briefly announce each speaker and help them get started if necessary.
7. If the speaker continues beyond the total time, only allow up to an additional 2-3 minutes maximum to keep the sessions on time.
8. If there is time for questions:
   a. Invite the audience to ask questions and point at the person you are inviting to speak. If there is an audience microphone, have the volunteers help pass the microphone or encourage them to go to the microphone stand in the middle of the room.
   b. If there is silence, consider making a comment or asking a question yourself.
   c. Let the audience know when there is only time for one more question.

CONTACTING MSA

For any questions or comments regarding your assigned session, presentations, or support, please contact us at info@msafungi.org.

If you have any technical issues during your session, there will be AV staff available to assist. Ask any MSA staff or volunteer to contact the AV support team. A contact number for MSA staff and the hotel AV staff will be located at the head table for each session.