

Session Convenor Guide

Thank you for serving as a session convenor at IAFP 2026. This guide will help you to carry out your duties as a convenor.

IAFP will provide an LCD projector and a laptop computer for each session room. We will record all sessions (if the speaker grants permission). Speakers have been instructed to upload their presentations online in advance.

PowerPoint presentations and audio recordings will be posted on the IAFP website post-meeting, with permission granted by those speakers. **We ask that you strongly encourage audience members who ask questions to speak into a microphone so their question can be recorded and heard by all other audience members.**

Student Monitors

Each room has a student room monitor assigned to provide assistance.

The room monitor will be wearing a bright yellow vest. The monitor can help with seating, room lighting, and other physical room requirements, and may take microphones into the audience during question-and-answer periods.

The assistance of the session monitor should relieve you of housekeeping duties, letting you concentrate on helping the presenters.

Session Convenor Responsibilities

- Confirm that presentations are loaded onto the session room computer before the session begins.
- Identify emergency exits and point them out to the audience prior to the beginning of the session (as a safety precaution).
- A few minutes before the session starts, read the session announcements (if any) to the audience.
- Alert the AV technician or student room monitor if there are any audiovisual technical problems.
- Welcome attendees and thank them for their attendance.
- Introduce each presenter.
- If presenters move so their voice is not picked up by the microphone (especially if they turn to look at the slide screen), please gently remind speakers to use the microphone.
- **Ensure that all presenters keep to the established time schedule.**
- IAFP will provide 5-minute, 3-minute, and 1-minute warning signs for the session monitors to hold up for the presenters to keep them on time.

- **Make certain that the session ends on time. There may be an event in the room after your session.**

- *For technical sessions, if a presenter does not show up or arrives late, it is important to maintain the established schedule. Do not move speakers ahead to fill time or allow late arrivals to go past their established end time.*

- Report any problems to the IAFP Registration Desk.

Recommended Best Practices to Create an Inclusive Space for Presenters and Attendees

Presenters:

- Prior to the start of the session, introduce yourself to the presenters and brief them on how the session will proceed (i.e., how you will indicate time warnings and order of the presentations).
- Confirm pronunciation of presenters' names prior to introducing them. It can be helpful to practice name pronunciation, confirm their pronouns, affiliations, and ask if they would like any items emphasized in their biography.
- Inclusive language is important in creating a welcoming space. As the convenor/moderator, please help model respectful language and remind presenters to do the same. If you are unclear how to address an audience member, you could call on them by their location (e.g., last row, third seat) or clothing (beige top).
- Remind presenters to repeat audience members' questions before answering them, especially if the audience member did not use a microphone to ask the question.

Attendees:

- Invite attendees who are staying for the entire session to fill the front rows first and pass up chairs at the end of rows so they are available for people with mobility challenges.
- Explain the session format at the outset and be clear when questions can be asked of the presenters.
- Ask attendees to use a microphone so all can hear their question. Let them know that if they can't get to a microphone, the student monitor will bring it to them. Ask attendees who ask questions to state their name and affiliation.

If you need assistance, call IAFP staff person, Andrea Belzer (641.780.6926). Again, thank you! It is through work such as yours that we are able to provide a quality program for our attendees.