

Symposium chair responsibilities

- I. Get all the abstracts from the people in the symposium and put everything together that is needed and submit it to the conference
 - a. Do whatever necessary to get the information needed
- II. Usually for the junior of the group because it is administrative work and adds another line to that person's vita while giving them room to network etc.
- III. Contact the people in your symposium via email and confirm that they saw the message that the talk was accepted and will in fact be there.
 - a. Send the time and place of the talk.
 - b. Talk about which computer will be used for the symposium.
 - c. Communicate the order of the talks with the rest of your symposium
 - d. Remind them how much time the whole symposium is and how much time each individual talk will have. "In order to give our discussant time to talk at the end, I ask that each talk be 17 minutes. I suggest that we save for questions for the end of the symposium, but if you have a strong reason for doing questions at the end of each talk, I'm open to suggestions."
 - e. Give them your cell-phone number "I'd love to meet you before but if we don't, here is my cell phone number."
 - f. Try to coordinate meeting them ahead of time to put all the slides on one computer and make sure everything works accordingly.
 - g. Bring a jump drive just in case.
- IV. Communicate with the discussant and confirm with them whether or not they will be willing to go ahead without preparation. Ask if they want the slides a few days ahead of time.
- V. Make sure everyone is where they need to be when they need to be there
- VI. Be there early and test everything. If you need technical assistance, there are people whose job it is to make sure everything is working; find them and they will fix things.
- VII. If there's a problem with the room, take care of that.
- VIII. Once your speakers come in, introduce yourself and remind them where you are from. Thank them for participating in your symposium.
- IX. Start on time! Even if there is hardly anyone there.
 - a. If presenters are running late, text them and tell them what your plan is. Maybe move that person to last in the symposium and then let it go. If it is one of our labbies, make sure Emily knows and she will come and give the talk for that person.
- X. Once you start, introduce yourself.
 - a. Welcome everyone to the symposium and give them the name of it.
 - b. Say who the speakers are and where they are from and acknowledge what their talk is on.
 - c. Say who the discussant is.
 - d. Invite the first talk to start.

- e. Time the presenters! Ask the presenters if they need time signals and when they need them.
 - f. Let them know when they are done.
 - g. After the talks are done, thank everyone for coming and introduce your discussant and where he is from.
- XI. Afterwards, show our southern hospitality by thanking the people in your symposium. Also thank them later in an email and compliment them on specific things that you liked. If there's another conference you would like to present with them out, this is a good time to do so. Also a good time to make other connections like potential grad school mentors.
- XII. Take all of your shit away with you otherwise it gets nearly lost in hotel land.
- XIII. It is okay to change after your talk. As students, dress up for your talk in a way that feels cozy and professional. When you aren't presenting, you can get away with dressing a little more casual.