

ASRM 2019 – Philadelphia, PA

INSTRUCTIONS TO PRE-CONGRESS COURSE CHAIRS

Thank you for agreeing to chair a Pre-Congress course at ASRM 2019. To help the course run smoothly, you are requested to do the following:

- Try to arrive by 7:30 a.m. (continental breakfast is served in the hallways from 7:00 to 8:15 am) and confer with the audiovisual technical staff in the room before you begin. Familiarize yourself with the layout of the room and the audiovisual equipment so that you can help the speakers if necessary. This is especially important if your course will be using the Audience Response System.
- Identify and introduce yourself to the course monitor.
- Only attendees with a badge indicating the Pre-Congress course number of your course are permitted to participate in the course. Convention center staff will check badges at the door to the course.
- Ensure that the session **starts on time**.

Announcements:

- At the start of the course, **announce the number and title** of the course.
- Announce that audio recordings of the Pre-Congress courses will be available for sale after the Scientific Congress through the ASRM Web site or as pre-purchase via the “Audio Sales” button in the ASRM Mobile App (downloads of audio files will be available after the Congress).
- Announce that lunch will be served from 12:00 – 1:00 p.m. and participants will be required to show their badges to be admitted to the dining area.
- Ask the audience to **switch mobile phones and electronic devices to silent!** The Audience Response System will utilize attendees’ mobile devices so the silent mode is critical. If not using ARS, they can be turned off. Remind the audience that audio or video recording or photographing presentations is strictly prohibited.
- Please announce that participants can claim CME/CE credit by completing an evaluation and assessment. A link to an online evaluation will be emailed to them one day after the Congress. CME/CE credits can be claimed immediately and a certificate printed until December 31, 2019.
- You as the Course Chair are responsible for starting and ending each speaker’s PowerPoint presentation. Just click on the icon for a speaker’s talk and the presentation will begin automatically.
- In case of any technical difficulty, click on Assistance Needed button on the screen or signal the technician in the room.
- Please **keep speakers to time** and allow ample time for discussion. Do not skip breaks.
- Courses end at 5:00 p.m. Your course should not end before this time.

Thank you for your contributions to the Pre-Congress Program.