

ASRM 2021 – Baltimore, MD

INSTRUCTIONS TO SESSION CHAIRS

Thank you for agreeing to chair or moderate a session at ASRM 2021. To help the session run smoothly, we would be grateful if you would observe the following instructions.

Before the session begins:

- Familiarize yourself with the layout of the room and the audio-visual equipment so that you can help the speakers if necessary. Confer with the audiovisual staff that are rotating through the rooms, if you have any questions.
- In case of any technical difficulty, click on REQUEST ASSISTANCE button on the screen (this button is located on the bottom of the presentation screen and has a red flag on it) or signal the technician if in the room.

When the session begins:

- At the start of the session, **announce the title** of the session.
- Ask the audience to **switch mobile phones and electronic devices to silent!** Remind the audience that audio or video recording or photographing presentations is strictly prohibited.
- Announce to participants that they can claim CME/CE credit by completing an evaluation and assessment through the ASRM On-Demand Congress site. CME/CE credits can be claimed, and a certificate printed until December 31, 2021.
- Please ensure that the session **starts and ends on time.**

Thank you for your contributions to the ASRM 2021 Scientific Congress!