General:

Thank you for volunteering to be a session Chair/Co-Chair. As a session Chair/Co-Chair, you are expected to evaluate paper submissions and offer them the opportunity to share their experiences with one of the most influential communities in our industry. You may also invite speakers for your session. Once presentations are accepted, you need to follow up with authors to submit documentation in time and keep them informed of coming deadlines.

Key Tasks by Chairs/Co-Chairs

Key tasks we will request you to do include:

- Solicit as many speakers for the session as you can. Your session may already be very well-subscribed and you may not need to actively do that
- Attend the conference
- Maintain Confex entries (session titles, keywords, contacts, etc.) as needed
- Provide communication about the conference to speakers (registration, schedule, Outstanding Presentation award, etc.) Active engagement with the speakers is critical to minimize and eliminate last minute no-shows.
- Check content from speakers for relevance, quality and inadequate or excessive commercialism
- Confirm speakers attendance to the conference – want to avoid last minute no shows as much as possible
- Evaluate Presentations and Paper submissions for your Division's or Forum's awards.

The Spring Meeting has a strong industrial presence and the most important task is to gather and solicit presentations with relevant technical information for the community. This is an effort that requires time, persistence and diplomacy. The value of the conferences depends on the quality of the presentations and presenters. In order to support AIChE promotional efforts you will have to have presenters committed to providing a presentation to your session by November. AIChE also has further information at https://www.aiche.org/community/sites/committees/program-committee/chair-guidelines-responsibilities and at https://www.aiche.org/community/sites/committees/program-committee/presenter-guidelines-responsibilities.

For the Fall Meeting, there is a much stronger university presence and soliciting papers may not be as critical. Regardless, it is very important to properly evaluate the quality of the submissions to ensure high quality meetings.

The conference is built around oral presentations with slide decks (PowerPoint or compatible) that are expected to present at the conference. In addition, poster sessions require poster presentation.

These publications will be provided in either the conference proceedings that are available from AIChE or on the AIChE website for purchase.

For industry presentations: For every abstract submitted, obtain a confirmation via email or verbally that the authors will be able to obtain permission to publish and present the paper from their respective organizations. We are not asking for company approval of the final paper at this time. We are asking for an agreement that the authors can present and publish the topic and that they do not see any road blocks in obtaining the appropriate clearances before the conference.

Author Solicitation Strategy

For industry papers and Awards sessions, we strongly recommend first obtaining at least a title as a placeholder. This will ensure your session will be in the AIChE schedule. Materials that will be put into the final conference proceedings can be submitted right before the conference through Confex.

As a session Chair you are responsible to review all submissions by the authors (abstracts and conference proceeding materials). The main concern of AIChE is that if an abstract is overtly commercial, it needs to be modified. In addition, if a paper submitted is not of high quality, or not sufficiently relevant to your session, it does not have to be accepted. You

DO NOT have to say "yes" to everybody. A high-quality program is what our attendees are looking for us to provide. Refer to the "Abstract Scoring Rubric" document issued by AIChE as a guideline to evaluate the submissions to your session.

Note: Consider allocating round times for your sessions (e.g., 20, 25 minutes) within the same Division or Forum, as much as possible.

Speakers can upload information directly into Confex, or session Chairs may do so on behalf of speakers. Required information includes:
1. Author Name.
2. Author Job Title and affiliation.
3. Author Contact Information: Email, Phone Number, Address.
4. Author Biography (approximately 150 words).
5. Title of Abstract/Presentation.
6. Abstract Text (maximum of 300 words).

Checklist and Deadlines, for reference (Spring):

Update Session Title and Description	**Review upon session assignment – Target: End of June**
Deadline for Chairs to Fill Sessions	**End of June**
Call for Abstracts Closes (AIChE deadline)	**October**
Session Abstracts Accepted/Rejected	**Mid-December**
Technical Program Live (AIChE deadline)	**mid-January**
Papers/Presentation Materials for Outstanding Awards Due in Confex	**Mid-February**
Review Outstanding Presentation Materials including check for Commercialism	**no specific timeline**
Papers/presentations uploaded into Confex for inclusion in the proceedings	**Full paper/slides upload by end of the meeting**
Chairs confirm speakers to confirm attendance	**One month before**

Checklist and Deadlines, for reference (Annual):

Update Session Title and Description	**Sessions Rollover and Session Chairs Due December**
Deadline for Chairs to Fill Sessions	**Session Updates due January before mid-January CfA open**
Call for Abstracts Closes (AIChE deadline)	**April**
Session Abstracts Accepted/Rejected	**May**
Technical Program Live (AIChE deadline)	**June**
Papers/Presentation Materials for Outstanding Awards Due in Confex	**Late June**
Review Outstanding Presentation Materials including check for Commercialism	
Papers/presentations uploaded into Confex for inclusion in the proceedings	**By end of meeting**
Chairs confirm speakers to confirm attendance	**Following Acceptances in July**

Regarding commercialism (more important for the Spring meeting, but still applicable to the Annual Meeting)
Section A3.1.1 of the AIChE Programming Committee Guidelines on Commercialization notes that no paper may be permitted that is overtly commercial. Please always be on the lookout and remind speakers that our conference is a technical exchanger. This is true for abstracts, extended abstracts, and presentation slides.

International Speakers (this applies for both Spring and Annual meetings)

Note: Add this to an email template sent out by Chairs to speakers as reminders a couple of months before the meeting.

AIChE is growing in their international presence. As a result we will likely get speakers from overseas. If you see an overseas speaker, please be proactive ASAP to get the presenter to begin to work on getting VISA paperwork. Also be ready to make contingencies on speakers not being able to arrive to the conference due to the speaker ability to get a VISA. There is information at https://www.aiche.org/resources/conferences/visa-procedures or you can contact AIChE to help out. Further assistance in getting an invitation letter to assist with Visa applications can be done by contacting invitationletters@aiche.org.

AIChE Meeting Registration Fee Policy
AIChE's meeting registration policy is based on the premise that AIChE's meetings are amongst the most prestigious and best attended chemical engineering meetings in the world and that participation in these meetings is beneficial to the individual and his/her company or institution. Therefore, all participants, including speakers, invited speakers and session Chairs/Co-Chairs, are expected to register and pay the appropriate registration fee.

Equity, Diversity and Inclusion (ED&I)

The following pertains to situations you may encounter during your session or during the evaluation of your session's submission. The guidelines below are suggestions on how to handle them:

    a. What do you do if a speaker goes long?

        A: Provide Chairs with cards or hand sign (5 min, 1 min warning) – you may want to include that information in the email template that you sent to speakers;

    b. What do you do if you have a disruptive question/comment? additional information on page 5

        A: Contact AIChE staff, redirect the question, e.g., let's move on for now, take the questions off-line. Be aware of power issues (between grad students vs. Experts/SMEs, grad students may be sidelined).

    c. What to do when a speaker goes short (or doesn't show)?

        A: If the speaker goes short, look for more questions from the audience or have a few questions of you own to bring up. If a speaker is no-show, we suggest filling the time with discussions on previous papers, or other conference related topics. Moving papers up may create an issue for attendees that come to the session for a particular paper. It is always a good idea to ask the speaker ahead of time for some seed questions to start the discussion if no questions are asked from the audience.

    d. What to do with excessive noise outside the room?
        A: Request help from AIChE or from the facilities to address the situation

e. What if there are accessibility issues:

A: Find AIChE staff member/facilities to support. If before the meeting, Chairs are made aware of any issues, contact AIChE staff
   i. Consider reserving a couple of seats in the front row to help
   ii. Include a question on the email template about accessibility needs

f. What to do if people cannot find somewhere to sit (room is too small, audience is too big)?

A: Report the issue to AIChE to flag this session to get bigger rooms in future meetings. Chairs should point out about open seats during talks.

g. Re: Session Chairs – Do we track and actively make efforts to diversify session chairs?

A: Session chair selection typically comes directly from the groups and program chairs/meetings. Program Chairs/MPCs should cascade this document down to Session Chairs/Co-Chairs.

h. Chairs need to point out that cell phones should be silenced.

i. Communicate with your Division Chair about rotating slides to be posted in the beginning of each session.

j. If microphones are available, Chairs should require speakers to use the microphone.

While promoting AIChE IDEAL policies, some members may react in a confrontational manner. Such conflicts may include simple misunderstandings, which may be easily resolved one-on-one, but they could also range up to outright hostility, which may require a significant response. Here we will provide some guidance to managing such conflict in a professional AIChE setting.

Assess safety first.
If the person is behaving physically aggressive or has expressed or implied threats of harm, attempt to disengage. If online/in-person, avoid responding. If in-person, leave the area and contact security to diffuse the situation. Once you are in a safe location, **contact AIChE Staff** to discuss the incident and take appropriate action to help AIChE ensure the individual does not pose a threat to members in the future.

If objections are expressed towards including ED&I activities in a professional setting:

1. Remind the person that ED&I efforts are key components of AIChE's policies, our official code of ethics as engineers, and the code of conduct at all AIChE gatherings. All members are expected to adhere to these policies when joining AIChE.
   a. AIChE's Code of Professional Ethics
   b. AIChE Statement on Equity, Diversity, and Inclusion (IDEAL)
   c. AIChE Meeting Code of Conduct
2. Invite the person to contact AIChE (programming@aiche.org) to express their concerns. They will be directed to the appropriate mechanisms in place to discuss AIChE policies.

3. Redirect the room back to the task at hand. If in a meeting, return to the agenda; if in a conference session, move on to the next speaker.

If something bigoted is said or you witness harassment at an AIChE event:

1. The action should be addressed quickly, directly, and publicly. It is best if a response comes from people in charge of the meeting or session, and, to relieve some burden from the targeted group, allies should engage in the response.
   a. Clearly state what occurred was unethical and unprofessional.
   b. Acknowledge that such behavior is damaging to individual AIChE members and the health of our profession.
   c. Explain that what occurred places the person in opposition to AIChE's Code of Professional Ethics.
   d. If at a meeting or social event ask the person to leave as they are in violation of AIChE's Meeting Code of Conduct.
2. Reach out to the targeted person or group directly:
   a. Clearly state that you regard what occurred as unacceptable.
   b. Assure that the event will be addressed.
   c. Ask how you can be of help
   d. Then, once the event has passed, reach out again to the targeted person(s) to let them know what steps are being taken, offer additional support, and solicit their input on addressing such events in the future.
3. Contact AIChE (programming@aiche.org) to relay the details of the event and initiate an organizational response. The 2023 Annual Meeting will have a QR code to report issues (under testing). Consider implementing it in the future for all meetings.

Programming Best Practices (for Session and Programming Chairs) – High level suggestions:

   a. In alignment with AIChE's IDEAL Path Forward, AIChE has encouraged groups to strongly consider ED&I in selecting award winners, invited speakers, and group leadership.

   b. Consider diversity when selecting Chairs/Co-Chairs for your Division/Forum.

   c. Some groups do have supply & demand issues to consider where they lack abundant volunteers and any volunteers are accepted as chairs, due to need.

For transparency, consider developing and post session chair selection rubrics for your Division/Forum.

Suggestions on training/how to disseminate the information across stakeholders:

1. Training for new session chairs organized by Area Chairs Or Division/Forum chairs (e.g.,hold a video at AIChE academy
   a. Host video at Academy or Confex?
   b. Provide Confex training? Confex has training modules already (AIChE to confirm)

    c. Contents embedded in a central location (Confex?) Add a link to guidelines in Confex? Include in Confex emails?

2. Implement feedback to session chairs by attendees (attendees have the ability to provide feedback through the app – AIChE sorts through comments, but only in some cases. Used to provide session analytics). Chairs to point out to attendees to rate the sessions.

3. Enforcement of content, dissemination throughout stakeholders (area chairs, session chairs)

4. How to ensure appropriate content, acknowledgement, accessibility. Response in Confex to acknowledge reading instructions? Consider implementing a check box at Confex for acknowledgement.

5. Pair an experienced session chair with a less experienced co-chair

6. Consider shorter version of guidelines, fit for purpose. Add to the app. Shoot for one slide with highlights to share during the conference. Consider tailor the one-slide to the audience (speakers, chairs, etc).