Presentations and Speakers
There are 2-3 papers scheduled in a 60-minutes time slot, 3-4 papers scheduled in a 90-minute slot. Each paper presenter is permitted to speak for 15 minutes, followed by 5 minutes of questions from the audience and discussion with the speaker.

Refer to the program book for the names of the speakers and the order of presentations for your session. It is a good idea to get to the meeting room at least 10 minutes before the session is scheduled to begin to confirm that your speakers are present and confirm their introductions. This is also a good time to ask whether the speaker prefers to take questions after each presentation or in the 10-20 minutes (depending upon the number of speakers) at the end. Ensure the speakers present in the order in which they are listed in the program guide. If a speaker is not present at the time the session is to begin, proceed with the next speaker.

Introductions
You are responsible for introducing each speaker by giving his or her name, institutional affiliation, and title of paper as listed in the program guide. If the speaker's institution is not listed in the guide, ask the speaker for this information before the session begins.

Timekeeping
It is very important that every speaker stick to the time allotted for each presentation. You are responsible for keeping track of the time. Plan to bring a watch or stopwatch for this purpose as there may not be a clock in the room. You will be provided with time cards that indicate "5 minutes left," "3 minutes left," "1 minute left," and "Time is up." These cards will be available at the podium in each room. Monitor the length of time for each presentation in your session and signal each speaker with the time cards as appropriate.

Discussion
For the 5-minute question/discussion period, some speakers prefer to take questions on their own, while others will ask you to facilitate by recognizing questions from the audience. The speakers may agree to make all of their presentation first and hold all questions and discussion for the end of the session.

You must ensure that your session concludes on time. In most cases, the next round of speakers will be eager to get into the room to set up their presentations. Your role as timekeeper is critical to ensuring the success of the conference.

Members interested in volunteering should contact tlionetti@asbh.org with a statement of interest by September 6, 2019.