

# Chair A



Utilize provided podium notes/session binder to make announcements.

Introduce the session. Describe session topic and format.

Maintain session timing and communicate with speakers via moderator tools on provided laptop.

VS

# Chair B



Review speakers' presentations prior to session and confirm content validity and lack of bias.

Manage and facilitate audience Q&A via provided tablet.

Complete Chairs' survey once session is complete.

VS

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