

CHAIR CHECKLIST

ACCEPTING YOUR ROLE

- Click email link to accept invitation.
- Register for #HRS2024 and book your hotel.
- Upload your headshot via your HRS Profile.

CONFIRMING YOUR SESSION

- View your invitation for details on your session, including description and learning objectives, co-chair, presentations, and speakers (with contact information).
- View the Online Planner/Mobile App and make sure your session appears.
- Coordinate with your co-chair to determine how you will run the session and who will serve as Chair A and Chair B.
- Contact your speakers to discuss expectations, session format, and provide guidance as they prepare content.

PREPARING YOUR SESSION

- View your speakers' presentations (if required) and confirm that the content is valid and free from bias.
- Familiarize yourself with conferences i/o and the technology available in the session rooms.
- View Chair Resources on HeartRhythm.com and attend the optional Chairs Webinar on April 17th at 7:00pm ET,
- Share information about your session on social media to encourage attendance.

DURING & AFTER YOUR SESSION

- View Session Details binder for Run of Show for your session and utilize Podium Notes in introducing your session.
- Introduce your session and speakers.
- Encourage audience engagement via live Q&A
- After your session, complete the Chairs' survey.