

CONFERENCES AND EXPOSITIONS COMMITTEE
SESSION CHAIRS HANDBOOK

Session Chairs

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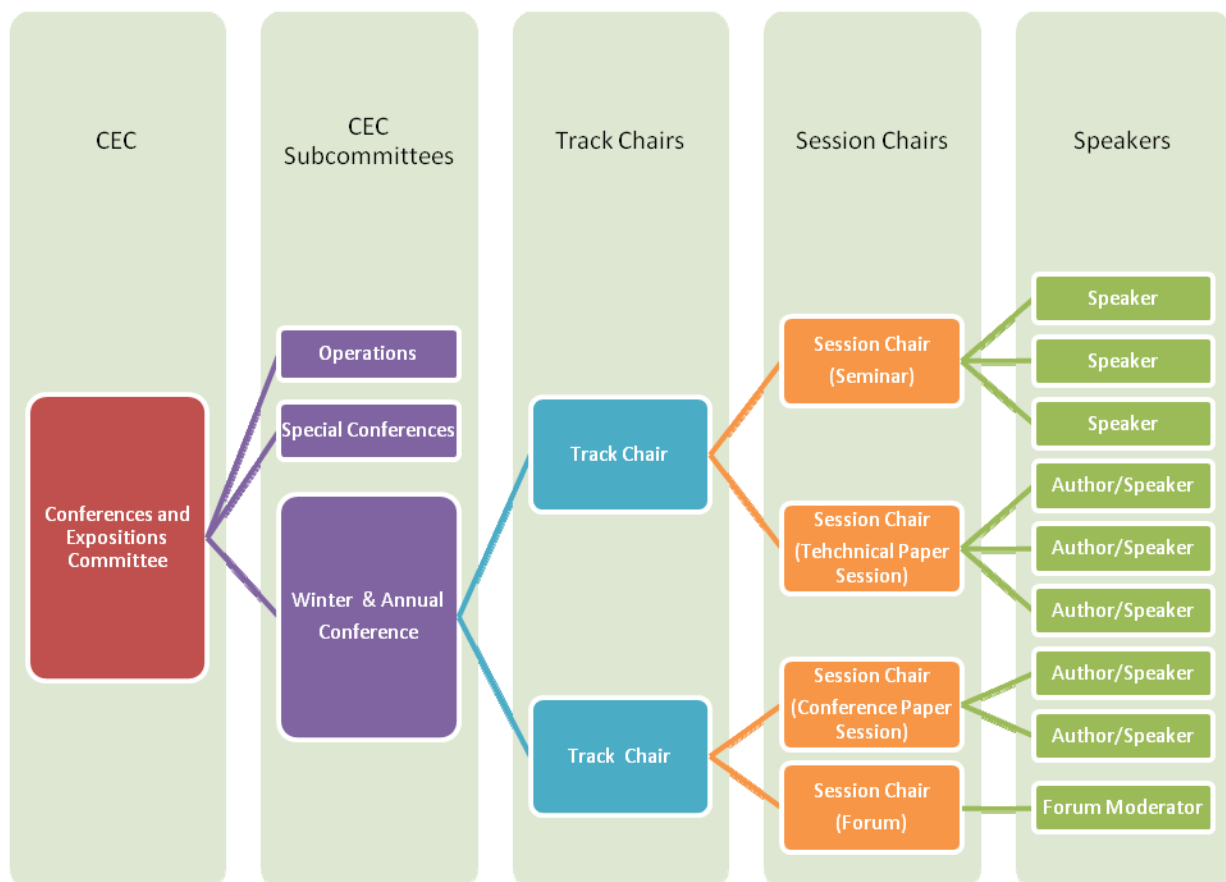
How do I assign someone as a paper reviewer?

What is a Session Chair?

A Session Chair coordinates an individual conference session at an Annual or Winter Conference. Session Chairs help organize all aspects of a session from start to finish. Session Chairs report to the Track Chair for the Track to which they are assigned. Session Chairs receive complimentary Conference registration.

What is a Track Chair?

The Track Chair is responsible for managing all the sessions in their Track; this includes the provision of guidance to the Session Chairs. A Track is a grouping of sessions that are related by a common topic or theme. Track Chairs are typically members of the Conferences and Expositions Committee (CEC).



Session Types

There are four types of sessions at an ASHRAE Conference. The Session Chair has different responsibilities, depending on the session type.

1. **Technical Paper** - This session is a grouping of full research papers (up to 30 pages) that undergo a rigorous double-blind review and must be approved by three reviewers. The paper is published in the conference transactions and is presented orally by the author.
2. **Conference Paper** - This session is a grouping of short (8 pages or less) papers written specifically for the conference. The paper undergoes a single-blind review and must be approved by two reviewers. Papers are published in the conference transactions and presented orally by the author.
3. **Seminar** - A seminar is a grouping of 2-4 speakers who give presentations on a common topic. Abstracts for the presentations are reviewed by the Track Chair for the purpose of selecting the best seminars for presentation at the conference, but no formal paper is produced.
4. **Forum** – A forum is an open-discussion session, where the Moderator(s) is/are looking to gain information and insight from those in attendance. While a formal presentation is not allowed, the use of audio visuals to provide background is acceptable.

Session Chair Responsibilities – Conference Paper and Technical Paper

- Develop an abstract that summarizes all the presentations in the session. The abstract will be printed in the conference program.
- Work with speakers to develop 6 learning objectives, 10 questions & answers for the sessions and speaker biographies (xx words or less) to comply with continuing education requirements.
- Make sure the authors upload their papers within the required timeframe.
- Find and assign session reviewers and coordinate paper reviews (Conference Papers Only)
 - If necessary, the Track Chair can assist in finding reviewers for the papers. The Technical Committees are good resources for finding reviewers
 - Utilize our online system to create accounts for your reviewers and assign them to a paper in your session. Ensure your reviewers can access the PDF files of the papers assigned to them
 - Make sure your reviewers are following the ASHRAE Guidelines for Review, and that they complete the reviews in a timely fashion (refer to the published schedule for the conference for which the papers are submitted) using the online Review Form
 - Compile the reviews and comments
 - Accept or reject each paper and notify the author as such
 - Advise each author of the required timeframe for the completion of any required revisions
 - Make sure the author completes the paper revisions in a timely manner
 - Re-review the paper if the required revisions were substantive
 - Ensure review comments are incorporated into final paper
- Communication with authors
 - Keep authors informed of session status prior to the conference. Ensure they are aware of deadlines and understand the review process
 - Ensure presenters upload their presentation to the ASHRAE website in compliance with the required deadline
 - Review the speakers' presentations to make sure there is no repetition between speakers and they are free of commercial content
 - Keep in touch with presenters at the conference. Make them aware of their presentation time, the location of the speakers lounge, and where they need to be present
 - Coordinate speaker order and discuss content delivery
- Keep the Track Chair informed of the progress of your session
- Ensure the technical quality of your session
- Introduce authors and moderate session at the conference

Session Chair Responsibilities – Seminars

- Develop an abstract that summarizes all the presentations in the session. The abstract will be printed in the conference program.
- Work with speakers to develop 6 learning objectives, 10 questions & answers for the sessions and speaker biographies (xx words or less) to comply with continuing education requirements.
- Communication with presenters
 - Keep presenters informed of the session status prior to the conference. Ensure they are aware of deadlines and understand the commercialism review process
 - Ensure presenters upload their presentation to the ASHRAE website in compliance with the required deadline
 - Review the speakers' presentations to make sure there is no repetition between speakers, they include the learning objectives and the AIA/ASHRAE Disclaimer and they are free of commercial content
 - Keep in touch with presenters at the conference. Make them aware of their presentation time, the location of the speakers lounge, and where they need to be present
 - Coordinate speaker order and discuss content delivery
- Keep the Track Chair informed of the progress of your session
- Ensure the technical quality of your session
- Introduce presenters and moderate session at the conference

Session Chair Responsibilities – Forum

- Develop an abstract that summarizes the intent of the forum. The abstract will be printed in the conference program
- Sessions chairs commonly serve as the main “moderator” for the session. If Session Chair is not the moderator, coordinate with the moderator and ensure they are aware of deadlines prior to the conference and when/where they need to be during the conference
- Keep the Track Chair informed of the progress of your session
- Ensure the technical quality of your session
- Introduce moderator at the session

Reviewer Responsibilities

Reviewers are people who evaluate a paper (or multiple papers) that are a part of a conference paper or technical paper session. Their responsibilities are as follows:

- Review the papers assigned in a given timeline
 - A PDF version of all the papers will be accessible on the conference toolbox website for reviewers to review
 - Use the online Review Form to collect paper comments and overall evaluation
- Be aware of and follow the ASHRAE Guidelines for Review
- Ensure a timely review. Check the conference publication schedule on the site for the date the review period concludes
- Communicate with the Session Chair to keep them informed of your progress

How do I assign someone as a Reviewer?

1. Access the Conference Toolbox at the conference website to log in.
2. Using the toolbar, navigate the following sequence: Organize → Papers → Assign Reviewers.
3. An auto-email will be sent to invite the Reviewer to review the paper, as well as provide him/her with information on how to complete the review.