

SAMPLE SCRIPT FOR CHAIRS OF PAPER SESSIONS

CHAIR: Press blue “Broadcast” button

Welcome to the SMT session entitled _____

I’m _____ from [school] and I will be serving as chair. I wish to thank our volunteer monitor, _____ from [school].

“SMT wishes to create a meeting in which all participants feel safe, welcomed, and included. This should be a space of respectful and constructive discourse. To facilitate such an environment, we ask that all attendees refer to, and abide by, our guidelines on respectful interactions, and policies on ethics and harassment.”

You can find links to these policies posted by our monitor in the Chat room. Please pose any questions for our presenters in the Q&A box only, and note that anonymously-authored questions cannot be considered.

Each of our presenters will begin with a 5-minute summary of their presentation, which is available on the conference platform. In the remaining time, I will pose questions from the Q&A to each of our presenters. Overflow discussion from this session can continue on Slack [monitor may provide link to Slack in chat]

Our first presenter is _____ from _____, speaking on _[TITLE]_

Our second . . .

Our third . . .

Thank you for these excellent presentations. I will now pose questions from the Q&A box. [identify each questioner by name; press “Answer Live” button before reading question; press “Done” after answered.]

[press “Dismiss” for any anonymous questions or those non-compliant with our policies]
[make sure each presenter has a chance to answer a question or two; share time equitably; include your own questions as time allows, perhaps even one directed to all presenters to explore links between the presentations.]

Our time has expired, but I encourage you to continue discussion in Slack.

Thank you to all our presenters for their illuminating presentations and discussion. Their presentation materials will be available for further study until December 15. Please be sure to attend the SMT Business Meeting and Awards Ceremony, 2:30-3:15 Central time on Sunday, Nov. 15.