AERA Annual Meeting Chair Responsibilities Guide

Chairs are responsible for the overall planning and execution of the session to facilitate the sessions' success, as well as evaluation of the session. Responsibilities fall into the following three areas:

In Advance of the Session

- Ensure that all presenters upload final papers no later than March 15. As Chair, when you login to the online program you will be able to view author's papers and email addresses for your session.

- Send an email to participants reminding them to upload their papers. This will reinforce the notification sent by AERA. For paper and roundtable sessions, the author's initial submission may serve as the final paper if a revised paper is not uploaded. For all other session types, authors must upload a paper no later than the March 15 deadline.

- Download and read the papers for your session after the March 15 deadline, in order to prepare comments and organize your thoughts. (Scroll down for instructions.)

- Contact by email any discussants to ensure they have downloaded and read the papers and begin a conversation about shaping the session.

At the Session

- Be mindful of accessibility of sessions and help AERA cultivate a universally accessible environment. As Chair of the session, attention to the recommended guidelines is greatly appreciated. For detailed information on the accessibility guidelines, please refer to the accessibility resources.

- Open the session at the scheduled time and orient the audience to the context with a few brief introductory remarks.

- Make an announcement at the beginning and end of the session noting that, as part of the changes to enhance the quality of the meeting, attendees are asked to complete an evaluation form for a random sampling of sessions, should your session be chosen for inclusion. Chairs for these sessions are asked to pick up a packet of surveys while onsite at the meeting and distribute the evaluations at the session. Drop boxes will be available for attendees to return completed evaluations. We will be emailing you with further instructions prior to the meeting should your session be selected.

- Introduce the participants before their presentations.

- Strictly limit time for each speaker and discussant. While chairs need to be attentive to time allocations, the role of chair is much more than keeping time. A session's success may depend on the Chair's ability to limit the time of presentations and temper discussion from the floor to allow sufficient time for interaction.

- Raise issues that can facilitate audience engagement and moderate panel or floor discussions.

- Adjourn the session in time to allow the room to clear before the next session begins and remind the audience to complete the evaluation form (if application).

After the Session

- Complete an electronic survey that AERA will email following the Annual Meeting. All Chairs for all sessions will receive this electronic survey and are expected to complete it.