

SESSION CHAMPION CHECKLIST

- ☐ Once session is selected for the meeting you will receive an invite to attend Program Committee calls to coordinate the program and logistics of your session
- ☐ Coordinate with other committee chairs if there are items of mutual interest.
- ☐ Contact the session submitter to confirm that you will be assisting with bringing the content to the next meeting.
- ☐ Pass along the speaker's package of documents, including the meeting-specific slide template, Speaker Form, and the Speaker's Guidelines provided to you by M³AAWG Program Managers.
- ☐ Finalize session descriptions with presenters and send details to Program Managers to input into Sched by the agenda deadline.
- ☐ Make requests for flipcharts, audiovisual or other needs to the Program Committee in advance of the meeting.
- ☐ A month prior to the meeting, check in with presenters to ensure content will be ready, address any questions, and ensure that a Moderator is assigned to the session to introduce the Speaker(s), present the "Attendee Reminder" slides, and moderate the Q&A's at the end of session.
- ☐ A month prior to the meeting, ask the speakers if they will allow press and/or social media posting and update pr@m3aawg.org with the answers.
- ☐ Presentation slides are due 1 week or more before the meeting and must be sent to slides@m3aawg.org. Be sure to review for any potential content issues and to ensure that the appropriate M³AAWG 'Attendee Reminders' slides are inserted at the beginning.
- ☐ Be prepare to moderate the session if a moderator has not been selected or cannot attend (introduce the Speaker(s), present the "Attendee Reminder" slides, and moderate the Q&A's at the end of session). If you can't make the meeting please ensure to have a back up moderator and Champion**