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

- ☐ Contact the session submitter to confirm that you will be assisting with bringing the content to the next meeting

- ☐ Coordinate with speakers, Committee Chairs, and Initiative Champions if items are of mutual interest.

- ☐ Finalize session descriptions with presenters and ensure submission of details to the Program Managers by the print 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) and present the "Attendee Reminder" slides. If no moderator is selected please notify pm@m3aawg.org for assitance.

- ☐ Ensure the Speaker Form is submitted one time per session by the Speaker Form Deadline

- ☐ Ensure the Google Slide link presentation is sent to slides@m3aawg.org by the deadline. Review the presentation first to confirm the inclusion of the "Key Takeaways" & "Attendee Reminders/Housekeeping" slides, check for any potential content issues, and ensure alignment with M³AAWG Presentation Requirements.

- ☐ Session Champion is responsible for confirming the speaker(s) has arrived and any assistance needed on-site. Champion is to connect with Program Managers at pm@m3aawg.org or Slack (Jess Cobalt & Yadira Orellana) if any hiccups arise.