

## Session Format

The session chair will begin the session with a brief introduction. Regular paper sessions will be 90 minutes long and each presentation will be allowed 20 minutes, followed by 10 minutes of Q&A.

Alternative-format and standing committee sessions may not follow the SMT's regular paper session format; however, in general, each presentation is allowed 20 minutes with 10 minutes of Q&A.

**It is up to the chair to ensure that each presentation and Q&A last no more than 30 minutes. The session chair and monitor are responsible for ending the meeting on time.**

We ask that session participants, particularly chairs, review our [guidelines for respectful interactions](#), [policy on ethics](#), and [policy on harassment](#) for information on what is considered an inappropriate interaction and how to handle it. We will have paper copies of the guidelines and policies available in each session room.

## **SMT Accessibility Guidelines for Session Chairs and Speakers**

All presentations should be accessible to all members of the SMT community, including those with visual impairments, hearing impairments, and other disabilities.

- For handouts:
  - Presenters should make at least 5 additional copies in a larger, easy-to-read font. These will typically be reproduced on a larger page.
- For PowerPoint presentations:
  - The font should be large enough to be legible for someone standing at the very back of the room.
- For poster presentations:
  - Fonts and graphics should be large enough to be legible for someone standing 3–4 feet away.
- For handouts, PowerPoint slides, and posters:
  - Please visit <https://denver2023.ams-smt.org/presenter-information/> for information on uploading handouts to the online program.
- Voice projection:
  - Be sure that the microphone is working.
  - All presenters must use a microphone (even if they claim not to need it!).
  - Audience questions must also be communicated through a microphone and will be answered only if they have been so amplified.
  - Wireless mics will be available in all SMT session rooms.
- For session chairs: Wheelchair accessibility and reserved seating:
  - The first row at the front of the room and two seats in the back should be reserved for people with special needs.
  - In addition, at least one space in the front and one in the back should be reserved for wheelchairs.
  - Please remind the audience of the presence of this accessible seating and that they cannot block access to it by remaining standing in the aisles or doorway, especially in crowded sessions.