

SYMPOSIA SESSION MONITOR CHECKLIST AMERICAN COLLEGE OF TOXICOLOGY

The American College of Toxicology (ACT) evaluates the quality of speakers, session organization, and session attendance. Monitors should evaluate sessions by completing the form provided below as instructed. This information will be summarized and presented to Council by the Program Committee Chair at the Council Meeting held on-site at the annual ACT meeting.

Session	Title:	
Number of Attendees	Start:	Comments:
	End:	
Speaker Quality	Comments:	
Recommend topic for future meetings?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments:
Session Organization	Comments:	
General Comments:		

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Instructions for completing the form:

- Session Title – Provide session title (abbreviated title is adequate)
- Estimate the number of attendees at the start and finish of the session (Purpose - to assess overall session interest and to determine if an inordinate number of attendees left in the middle of the session)
- Identify any speakers that were either Exceptional (recommended as future speaker) or Poor (recommended to not speak at future meetings). It is not otherwise necessary to itemize comments relative to speaker quality
- Does the monitor recommend that this session be presented in future years based on audience interest?
- Overall session organization (Purpose – to determine if additional training for chairs is necessary and/or to identify chairs for future meetings)
- Any other noteworthy comments

Monitors should attend the entire symposia and be at their assigned area no later than 15 minutes prior to session start to ensure those responsibilities presented below can be completed.

- Working with the symposia chairperson, monitors should ensure that all microphones and audiovisual equipment are working prior to the session start.
- Working with the symposia chairperson, monitors should ensure that speakers are using the microphone correctly and that questions from the floor are directed from the floor microphone.
- Monitors should provide feedback to the symposia chairperson if speakers appear to be speaking in a manner which is not conducive to the ability of the audience to benefit from the presentation (i.e., too fast or too soft).
- Working with the symposia chairperson, monitors should ensure that speakers present within their designated time period.
- Monitors should ensure that extraneous noise is kept to a minimum by seeing that all doors are closed during the presentation and that outside hallway noise is controlled.
- If audiovisual problems are significant and can not be handled by the symposia chairperson or if environment issues arise, the monitor should go quickly to the ACT staff area to request assistance from convention staff.
- Monitors should ensure that the symposia chairperson announces at the beginning and end of the symposia, that attendees should complete the survey forms. Monitors should collect all survey forms and deliver to the ACT staff area.

Monitors should understand that by volunteering to serve in such a role that they are representing ACT with their action and performance. In this regard, monitors are expected to carry out their responsibilities with professionalism in dress and manner, and commitment in timeliness and quality.