SESSION MONITOR EVALUATION FORM
AMERICAN COLLEGE OF TOXICOLOGY

The American College of Toxicology (ACT) evaluates the quality of speakers, organization, and attendance of various sessions at the Annual Meeting through the feedback of Session Monitors attending those sessions. Monitors should evaluate a session 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 ACT Annual Meeting.

Completed forms should be turned in at the Registration Desk immediately following the course. Instructions for completing the form are on the next page.

Session Monitor Full Name						
Session	Session #: Title:					
Approximate Number of Attendees	Start: End:	Comments:				
Speaker Evaluation Rating 1-3: 1=Excellent 2=Average 3=Needs improvement	Last Name (Speaker Order)	Clarity of Speech	Clarity of Expression	Slide Quality	Speaker's Ability to Engage Audience	Other Comments/Recommendations for Speaker?

Session Organization Rating 1-2: 1=As expected 2=Needs improvement Comment as needed.	Cohesion of Presentations/ Content not repetitive	
	Sequence of Content	
	Balance/Diversity of Perspectives	
	Depth of Material	
Should all or part of the session be considered for publication in *IJT*?	Yes ☐ No ☐	Comments:
General Comments:		Comments/Recommended Changes:

Instructions for completing the form:

- Estimate the number of attendees at the start and finish of the session in order to assess overall interest and determine if a disproportionate number of attendees left during the session.

- Identify any speakers that were either Exceptional/Good (recommended to speak at future meetings) or Needs Improvement (not recommended to speak at future meetings).

- Rate the speaker quality and session organization as denoted.

- Any other noteworthy comments (changes needed to speaker slides, audiovisual concerns, etc.).

SESSION MONITOR INSTRUCTIONS

Monitors should be at their assigned area no later than 30 minutes prior to session start to ensure those responsibilities presented below can be completed.

- Monitors should sit in the back of the room to be in the best position to judge audiovisual quality.

- Monitors should remain in the room throughout the presentation to handle any problems that may occur during the presentations.

- Working with the session chairperson, monitors should ensure that all microphones and audiovisual equipment are working prior to session start.

- Working with the session chairperson and AV techs, monitors should ensure that speakers are using the microphone correctly and that questions from the floor are directed from the floor microphone.

- Monitors should support the session chairperson to manage the session as necessary (i.e., time management, speaker instructions, etc.). Monitors are encouraged to check in on needed support with the session chair prior to the start of the session.

- 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.

- Monitors should ensure the chairperson encourages all attendees to complete the survey (which will emailed to participants) and explain that ACT uses this information to improve all future presentations.

- If audiovisual problems are significant and cannot be handled by the session chairperson or if environment issues arise, the monitor should go quickly to the ACT Registration Desk to request assistance.

- Monitors should ensure that the symposia chairperson announces the sponsor for the session, if applicable.

- Monitors should ask that any person who is using audio or video recording of the session to comply with the ACT meeting policy (e.g., cease recording and put the equipment away).