

SYMPOSIUM 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 ACT Annual Meeting. Completed forms should be turned in at the Registration Desk immediately following the session.

Session	Title:	
Number of Attendees	Start:	Comments:
	End:	
Speaker Quality	Comments:	
Recommend session for future meetings?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments:
Session Organization	Comments:	
Recommendation for a manuscript in <i>IJT</i> ? (indicate the speaker name and talk title)		
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 be at their assigned area no later than 15 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, should there not be an AV person in the session room.
- Working with the session 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 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 be 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 staff area to request assistance from convention staff.
- Monitors should ensure that the symposia chairperson announces the sponsor for the session, if applicable.
- Monitors should ask for any person who is using audio or video recording of the session to comply with the meeting policy and to put the equipment away.