



Concurrent Session Host Overview

Thank you for serving as a session host! Your role helps ensure sessions run smoothly and professionally. Please follow the steps below:

✅ Before the Session

- Arrive **5-10 minutes early** to the session room.
- Check in with the speaker(s):
 - Introduce yourself.
 - Confirm name pronunciation.
- Let them know you will give time reminders at:
 - **10 minutes remaining**
 - **5 minutes remaining**
 - **1 minute remaining**

🎤 Starting the Session

- **Welcome** attendees.
- **Announce** the session name and number.
- **Introduce** the speaker(s) using the information provided in your Information Packet:
 - Full name
 - Professional title/role
 - Place of employment

🕒 During the Session

- Provide **discreet time cues** using provided handouts at:
 - **10 minutes remaining**
 - **5 minutes remaining**
 - **1 minute remaining**

📝 Closing the Session

- **Thank** the speaker(s) for their presentation.
- **Remind** attendees to complete the session evaluation.
- Refer attendees to the **APHON Conference App** for details on upcoming sessions.

