GHP 2025 Session Chair Training

Implementing the updated APS Code of Conduct

Creating a Welcoming Meeting

Thank you for making the 2025 GHP workshop a safe and welcoming meeting

GHP 2025 chair duties

Responsibilities and instructions

As a session chair, you should keep the session to time and foster a welcoming environment by adhering to the following instructions:

- Review your session to see if there are any changes.

- Be at the session at least 30 minutes before it starts and get familiar with the equipment and aide the speakers.

- There will be technical support from the convention center to get things started.

- Also, a tech helper (selected workshop participant) should attend to help out during the session.

- Briefly introduce yourself and the session. Explain the session timing to the audience prior to the start of the session.

- To foster an inclusive environment, remind all presenters and attendees to adhere to the [APS Code of Conduct](#). To report Code of Conduct violations, visit [EthicsPoint](#) or call (844) 660-3924.

- Start the session on time.

- Please adhere to the time listed in the schedule so that simultaneous sessions are as closely synchronized as possible. Many attendees move from session to session in order to hear specific papers.

Adapted from: https://summit.aps.org/attend/session-chair-responsibilities/

GHP 2025 chair duties

- Introduce each presenter [using their full name] and start a timer. Be sure to verify the presenters' pronouns, either by looking at their name tag, if they have chosen to display their pronouns, or by asking each presenter their preferred pronouns.

- After each presenter's presentation the Q&A timer will begin. During the Q&A segment, ask the speakers and the audience to use microphones, if available, for a more inclusive experience for all attendees. Some may find it difficult to hear those not using microphones, even in small rooms.

- If in any kind of trouble, be it with managing the session or technical issues that you and the participant tech helper cannot solve, get help.

- The tech support could be around in the hallway and can be called in.

- At any time during and before sessions, you can get support via

    - the GHP hallway desk (Bernd Surrow and Richard Tyson)

    - the GHP remote back office (email Susan Schadmand at ghpworkshops@gmail.com)

    - other attending organizers (Bjoern Schenke, Daniel Pitonyak, Megan Connors, Ramona Vogt)

GHP 2025 chair duties

Talk times

- How much time the speakers leave for discussion is ultimately up to them

- However, do provide timing hints assuming a discussion segment of 5 minutes

- Explain this to each speaker before their talk begins

  - GHP plenary talks are 30 minutes incl. discussion, show

    - timing hint "5" at 20 minutes

    - timing hint "2" at 23 minutes

  - GHP parallel talks are 25 minutes incl. discussion, show

    - timing hint "5" at 15 minutes

    - timing hint "2" at 18 minutes

- If necessary, stop the talk (politely) at 2 minutes before the start of the next presentation

Presenters

- Upload PDF (and in addition PowerPoint, if desired) to indico at least 2 hours before the session

- Session room has a laptop, organized by the chairs and organizers

- Avoid speakers using their own laptop, for timing reasons

- Laser pointer, slide advancer, lapel microphone (if any) should be available in room

GHP 2025 participants must abide by the APS Code of Conduct

Source: https://www.aps.org/about/governance/policies-procedures/activities-code-conduct

Preamble

The mission of the American Physical Society is to advance physics by fostering a vibrant, inclusive, and global community dedicated to science and society. To accomplish this, we champion a culture of mutual respect, inclusion, access, and belonging. Everyone has a responsibility to create a collegial and professional environment that advances physics and accelerates discovery.

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II. APS Member Responsibilities

Community: Members will create and uphold an open and professional environment for learning, conducting, and communicating science, consistent with the APS Core Values. Members will advance the APS mission by fostering a vibrant, inclusive, and global community dedicated to science and society.

Integrity: Members will treat each other with consideration and respect. Members will act with honesty and integrity while advancing science, taking responsibility for the trustworthiness of their research and its dissemination.

Conduct: Members adhere to the APS Code of Conduct, and will not engage in personal or professional misconduct, as described in Section III. All members and meeting attendees are responsible for creating an inviting and harassment-free environment through their own behavior and the discouragement of harassing behavior by others.

Reporting: Members will take responsibility to report observed misconduct and intervene where appropriate. Anyone experiencing or witnessing misconduct/unacceptable behavior should utilize one of the reporting channels identified in Section V below.

Source: https://www.aps.org/about/governance/policies-procedures/activities-code-conduct

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V. Reporting Misconduct

1. Filing a Complaint: Any individual covered by this policy may file a complaint describing the alleged misconduct through one of the following reporting channels:

- Online: Ethics Hotline, a third-party confidential platform
- Ethics Hotline: Toll-free phone number
- Email: APS Ethics team or APS Head of Ethics
- Email: APS Director of Meetings

Source: https://www.aps.org/about/governance/policies-procedures/activities-code-conduct

Session Chair Best Practices

Do:

- At the opening of each session, remind people of the APS Meeting Code of Conduct (There is evidence from related classroom experiences as well as APS meeting data that setting these expectations in advance helps reduce problematic behavior.)

- Be respectful no matter what anyone else is doing

- Be consistent in using the presenters' full names when introducing them. Consider asking presenters how to pronounce their name before the session if you are uncertain.

- Allow criticism of the science

- Give the speaker the first opportunity to answer any questions

- As time permits, allow all participants to ask their questions

- Provide constructive feedback if you are comfortable doing so

- Be willing to intervene if discussion starts to go off the rails

- Be an effective upstander even if you are not the chair of the session

Session Chair Best Practices

Don't:

- Allow personal attacks to go unchallenged

- Allow public non-physics discussions that may make someone feel unwelcome (political/religious/etc.)

- Allow a speaker to continue if they share inappropriate content

If unsure what to do
Guiding principle: Is the discussion furthering scientific goals, providing space for all voices, creating a welcoming and inclusive discussion?

When responding to poor behavior
In most cases it is reasonable to assume no ill-intent. The person's motive doesn't matter, but their impact on the community does matter, and your response can modify that impact.