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AMA Session Chairs & Speakers:

Thank you for volunteering to help at this year's convention. Your contribution is critical to the success of the convention.

1 Overview

The convention will be a bit different this year – it will be all virtual due to the pandemic. The format will be familiar though. The technical sessions will be Tuesday, Wednesday, and Thursday, November 3, 4, and 5. The theme this year is “**Alaska Mining 2020: An Essential Industry.**”

2 How It Will Work

The convention will use Zoom as a platform. The technical sessions will be zoom webinar mode so that no one can interrupt you. You will present live from your own computer using screen sharing.

There will be a link, emailed to everyone who registers that will start Zoom and give them access.

3 Details

For those of you who have done this before, you will notice that we are keeping things simple this year due to the new format and the late decision to do the virtual convention. Things to know:

- We will have only a single track this year. No dueling sessions.
- Convention information and links will be on the AMA website. We will not be using the smart phone app this year.
- Since we are not doing the app, we will not be posting biographies and your picture. However, your session chair will still need a biography from you so that you can be introduced.
- The abstracts will be available online, no hard copies will be made.
- We will be posting a PDF copy of the presentations on the members only part of the AMA website. You are welcome to opt out if you do not want your presentation posted. Please let us know in advance, otherwise we will assume it's okay to post.
- Do not use photos, graphics, etc. from the internet that you do not have the right to use. It has come to our attention that other trade organizations have been sued for copy-right infringement due to this issue in talks archived on their website.
- We will not be recording the presentations.
- The sessions are two hours long. No breaks are planned. At your session chair's discretion, if things are running ahead of schedule, they may announce a short break mid-way through.

4 Schedule:

Task	Due Date
Exact title of talk, author name(s) and company	Past
Abstracts deadline	Past (however, please talk to your chair)
Bios due	Monday, 10/26
Zoom practice session 1	Thursday, 10/29 starting at 3 PM
Zoom practice session 2	Friday, 10/30 starting at 8:30 AM
Presentation due to AMA	Sunday, 11/1
Beginning of convention	Monday, 11/02
First day of technical sessions	Tuesday, 11/03

5 Speakers

5.1 Convention Registration

Everyone needs to register for the convention. Registration for everyone is free. Donations will be gladly accepted. To register go to the [AMA website](#), scroll down and boxes with topics will appear. In the Convention box, scroll down until you see the orange REGISTER TODAY button, follow the links.

5.2 Abstracts

Normally, I say abstracts are expected from each speaker. I'm being a little softer this year because of the limited time. Please submit one, they add a lot to the program.

The deadline has come and gone. If you have not submitted an abstract, but would like to, please contact your session chair.

Abstracts will be available as follows (on the AMA website):

- There will be a link in the schedule next to your talk
- Compiled in an abstract volume with a link on the website
- After the convention, the abstracts will be archived and will be available online at the AMA website here: <https://alaskaminers.org/abstract-archives/>

5.3 Biography

Please provide a brief biography. This will be used by your session chair for introductions. This should be a few sentences or short paragraph, not a resume. Please provide the bio to your session chair. Remember: your session chair needs to have your bio. If he/she doesn't get one, they are free to make up anything they want when introducing you.

5.4 Talks

The time slot for your talk is 30 minutes unless you have made specific arrangements with your session chair. Your talk should be 20 to 25 minutes long. This will allow time for introductions, Q&A, etc. The Session chair is responsible for keeping things on schedule.

5.5 Audio-visual

You will run your presentation on your screen, share your screen with the audience, and talk.

We are using Zoom as the platform and we will use the webinar mode during the technical sessions. Webinar mode gives us the capability of having a large audience and the audience is muted unless the host specifically unmutes them. Jennifer Luiten, one of our AMA staff members, will be the host and will control the handoff between session chair and speaker.

The chat function will be available, but will only show on the session chair's screen. The audience may submit questions during the talk or during the Q&A via chat. During the Q&A, the session chair will read the questions to the speaker

This is the first time we have tried a virtual convention. There will undoubtedly be technical issues. We will do our best to minimize them and deal with them as quickly as possible. We ask for everyone's patience. One thing we can do to be prepared is to have a copy of your presentation. If you are having trouble with screen share (technical glitches or bandwidth), Jennifer will be able to show the presentation from her screen and you can tell her when to advance the slide.

Remember to download the Zoom app to your computer ahead of time and give it a try!

Please participate in one of the two Zoom practice sessions on Thursday October 29, or Friday October 30.

If you have any questions, do not hesitate to contact your session chair, me, or Jennifer.

To upload your presentation, click [here](#).

5.6 Practice Sessions

We are making time available just before the convention for you to do a dry run, if you would like, to make sure things work and that you are comfortable. You don't need to have a final presentation ready – the intent is for you to become familiar with sharing your screen and the process of presenting on Zoom. We are happy to go through as many slides as you need to become comfortable, but would prefer to not go through your whole talk in the interest of time.

We will send Zoom invites to you for this.

5.7 Technical Issues

Technical issues with running your PowerPoint presentation are going to be less of a potential issue than usual because you will be using your own computer. After you have composed your presentation, make sure you close it and then open it to make sure everything continues to show up correctly.

Have your presentation loaded on your screen and ready to go well before show time.

Run it ahead of time on the computer and open screens that you will be using during your talk. When you put PowerPoint into slide show mode it will display on a certain screen. Make sure that screen can be displayed in Zoom.

Take advantage of the Zoom practice time on Thursday or Friday.

If you have done this before and have lessons to share, please email them to me and I will distribute for everyone's benefit.

5.8 Presentation Archive

After the convention, your presentation will be converted to PDF and loaded on the AMA website. The archive is located here: <https://alaskaminers.org/resources/ama-archives/> .

Posting your presentation is not a requirement. Please tell your session chair if you do not want yours posted – by email is best. If you have last minute changes to your presentation after your talk, please let your session chairman or me know and we will help you.

6 Session Chair

6.1 Responsibilities

Session chairs, your responsibilities include:

- Solicit and confirm the talks in your session – *Done. Thanks for making this happen on such short notice!*
- Communication and coordination with the speakers in your session.
- Obtain exact titles of talks, speaker's name as they want it presented, and their company/agency name.
- Obtain abstracts from each speaker.
- Send abstracts to Jennifer Luiten Jennifer@AlaskaMiners.org
- Host your session, including introduction of each speaker, and Q&A after each speaker (depending on available time).
- Give brief introductory remarks, including a tie into the session theme.
- Make any announcements.
- Keep your session on schedule.

6.2 Announcements

Session Chairs are responsible for making any announcements that are needed during their session. Jennifer will email you any announcements, so please check shortly before your session starts.

7 Summary

Again, thank for you for your contribution toward making this a great convention. It will be interesting to try something new!

Steve Teller
Program Chair