

AIAA Session Chair Report Form App—Download and Submission Instructions

To submit the Session Chair Report Form on your mobile device, download the Canvas Smart Client, a free app. **If you prefer not to use your own device, submit your report at the Session Chair Report computer station located near the AIAA Registration area.** Please submit your session chair report electronically no later than the last day of the event.

1. Download the App

Android or Windows Mobile Device	Apple Products (iPhone, iTouch, iPad):
Google Play > Canvas Business App or 	App Store > CANVAS FORMS or 

2. Submit Your Session Chair Report

- After downloading the app, log in. Login credentials will be sent to you shortly before the event.
- Select the appropriate AIAA event Session Chair Report.
- Use the drop-down menu or scroll to find your session number and the rest of the session information will populate automatically.
- Enter report information:
 - Overall Session Information
 - Seats Filled (average, all presentations): ≤ 25% / 50% / 75% / 100% / Overflowing
 - Best Paper Recommendation (optional)
 - Add information you would like reported to your technical discipline chair or AIAA.
 - **If a presentation was added late (i.e. hand-written on the session sign), enter that presentation in the session notes box and indicate whether or not it was presented.**
 - Suggestions for Future Session Topic(s)
 - Presentation Data. All scheduled presentations are listed. Add them individually, indicating whether or not each was presented. Add all presentations before moving to the next screen.
- Upon completion of the form, you will be asked to submit it to report@aiaa.org. You may add your own email address to receive a PDF of your submission. You must be online to submit the report.

***If you prefer not to use your own device, please submit using the laptops at the Session Chair Report Station, near conference registration.
Your report will provide vital information for future conferences. Thank you.***