



To submit the Session Chair Report Form on your mobile device, download the free **GoCanvas App**. **If you prefer not to use your own device, please submit your report at the Session Chair Report Station located in the AIAA Registration area. Please submit your report electronically by the end of the conference.**



1. Download the appropriate version of the App at [www.gocanvas.com/m](http://www.gocanvas.com/m) or scan one of the QR codes below.

Android or Windows Mobile Device	Apple Mobile Devices
	

## 2. Submit Your Session Chair Report

- After downloading the app, log in using the credentials that will be emailed to you just before the conference.
- Select the appropriate 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.
- The next window asks for Overall Session information:
  - Seats filled: ≤ 25% / 50% / 75% / 100% / Overflowing
  - Session Notes: Add information you would like reported to your technical discipline chair or AIAA.

*If a presentation was added to your session late (i.e. hand-written on the session sign), please note that presentation in the session notes box and indicate whether or not it was presented.*

- Suggestions for Future Session Topic(s)
- Enter presentation data.
  - All scheduled presentations are listed.
  - Add them individually, indicating—
    - whether or not each was presented
    - best paper nomination (optional)
  - Add all presentations before moving to the next screen.
- Upon completion of the form, you will be asked to submit it to AIAA. You may add your own e-mail 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 at the Session Chair Report Station, at the conference.