

Session Moderator Guidelines

Congratulations and thank you for your acceptance to moderate a session at the **13th International Cold Regions Engineering Conference!** This is an excellent opportunity for you to facilitate the sharing of knowledge and information with your colleagues.

This document will assist you in preparing and leading your session. Following these guidelines will enable you to maximize your session time and effectively convey the speakers' subject matter to the audience.

Responsibilities:

- Review the "**Presentation Guidelines**" so that you are informed as to how the speakers have been instructed to prepare for their presentations.
- Adherence to the time schedule is an essential ingredient for a successful meeting. Not only must the session begin on time, but also each speaker should start on time.
- Let each speaker know exactly how much time he/she will have for his/her presentation so that presenters may begin to plan their presentations. (This is based upon the total number of presentations in your session; generally speakers will have 20 minutes for presentation and 5 minutes for questions following each presentation for 3-paper sessions.) Determine what audio visual aids the speakers plan to use. Stress the need for quality both in audio visual aids and oral presentation.
- ASCE is committed to promoting an inclusive professional organization. It is important that your speakers' presentations are geared to reach a diverse audience.
- Make an effort to identify speakers that reflect (mirror) and represent the diversity of the profession.
- The ASCE Conference team sends each author a request for biographical information so that you can properly introduce them. Speakers are instructed to return these and their audio-visual requests to the Conferences' Department. You will receive the Speaker Biographical Information forms returned ahead of time by the speakers will be in the Session room. In addition, blank forms will be available onsite for those who have not yet filled out their bio forms.
- Advise the Conference Program Chair of any last minute cancellations or personnel substitutions.
- Pick up your badge and materials at the Conference Registration Desk. Double-check the time and location of your session in the Final Conference Program, which you will receive with your registration packet.
- Before the session begins, be sure to account for all of your speakers. If any speakers have not yet submitted their biographical information, please ask them to take a minute to fill in the necessary details. Instruct speakers to sit in front during the session and to repeat any questions before answering. Be sure all necessary visual aid equipment is in the room. If there is anything amiss with the room or equipment, please contact Conference Staff or a convention center employee immediately so they can fix the problem.
- Determine what audio visual aids the speakers plan to use. Stress the need for quality both in audio visual aids and oral presentation. Each session room will have an LCD projector and screen as well as a microphone. Overhead projectors and 35 mm projectors are available upon request. **However, no computers will be provided.** Please coordinate with the speakers in your session to be sure that everyone who needs it has the use of a computer for their presentation. There will be a "switcher" with each projector to make it easier to move from one computer to another if that is what is needed.
- Please be aware, if approached by a speaker that the standard AV equipment available in each session room at no additional charge is as follows: LCD Projector, Screen and Microphone if

required due to the size of the room. Additional AV equipment was available to be ordered prior to the conference at the Speaker's expense. If a Speaker is in need of an Overhead Projector or a Slide Projector once they are onsite we can place an order for that equipment but we cannot guarantee the availability of that equipment at such short notice. We will do all that is within our power to secure this additional equipment if the need should arise.

- Introduce the speakers using the biographical information supplied earlier and/or obtained before the session start time. The introductions should be brief, not to exceed one minute per speaker.
- Ask for additional questions on any/all presentations, if time permits, after the last presentation.
- Make any closing remarks and then close the session.