

Session Moderator Guidelines

PIPELINES 2004 SAN DIEGO, CA – AUGUST 1 – 4, 2004

Congratulations and thank you for your acceptance to moderate a session at the **2004 Pipelines Conference & Exposition**. 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 for 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:

- You may wish to 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.
- So that presenters may begin to plan their presentations, let each speaker know *exactly* how much time he/she will have for his/her presentation. (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.
- 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 Conference Department. You will receive the Speaker Biographical Information forms returned ahead of time by the speakers in your session in your on-site registration packet. 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.
- Please be aware, if approached by a speaker, that most AV equipment that was ordered in advance will be provided at no cost to the speakers, but onsite requests may be charged to the individual.
- Introduce the speakers using the biographical information supplied earlier and/or obtained at the registration desk. 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.

Once again, thank you for agreeing to participate in this program!