

# Session Moderator Guidelines

## Ports 2004 Conference & Exhibition

Congratulations and thank you for your acceptance to moderate a session at Pipelines 2003 Conference & Exhibition. 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" for Speakers so that you are informed as to how they 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 Conferences Department. The Speaker Biographical Information forms returned ahead of time by the speakers in your session will be presented to you at the Speaker's Breakfast on the day of your session. 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 registration 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.
- Attend the Speakers Breakfast, where you can gather last-minute information on your speakers. This is also a good opportunity, if you have not done so before, to make sure that all of the speakers have made arrangements for the use of a laptop if needed. **Laptop computers will not be available at the conference. It is the Speaker's responsibility to bring a laptop if it is essential to their presentation.** If you would like to bring a laptop for your own personal use or as a back up for a Speaker please do so.

- 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 hotel employee immediately so they can fix the problem.
- Please be aware, if approached by a speaker; an LCD projector/screen, laser pointer and microphone will be provided in each session room at no additional charge. However; should the speaker require any additional equipment over and above the items listed it will be at their own expense. We have also encouraged the speakers to submit any such requests by no later than June 2, 2003 so that we can make every effort to supply this equipment. If they make a request onsite we can not guarantee the availability of this additional equipment.
- 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 your support of the 2004 Ports Conference. Your assistance is necessary for a successful conference. We look forward to seeing you in Houston!

**Thank You!**