

Session Moderator Guidelines

Structures Congress 2004

Congratulations and thank you for your acceptance to moderate a session at the **Structures Congress 2004**. 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. (Each session is 100 minutes long. Most sessions have 4 papers scheduled, therefore each speaker will have 25 minutes – however, this time includes the time for you to introduce them (about 2 minute), time for them to walk to the lectern and back (about 1-2 minutes) and time for questions. We also suggest that if your session has fewer than 4 speakers that you keep to the 25 minute schedule, and use the remaining time for questions. A 2-minute signal to speakers will help keep them on schedule.)
- 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, there will not be computers 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.
- 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 as early as possible.
- 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.
- Attend the Speakers' Breakfast on the day(s) of your session to meet the speakers in your session, as well as, receive last minute instructions.
- 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, 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!