

Guidelines/Duties of Technical Session Moderators ASPRS Annual Conference

Prior to the Conference:

If for any reason you cannot attend the conference or due to a conflict you cannot moderate your session, please contact the **Session Moderator Coordinator** or one of the **Technical Program Co-Chairs** as early as possible, so that a substitute can be arranged. Also, if possible, please let your speakers know that someone else will be moderating the session.

Contact each of your presenters (i.e. principal person listed in the Conference Program) in your session by email. Advise them that you will be their session moderator. Provide information on how they may contact you.

Request from each presenter in your session that they send you a brief statement with their position, affiliation, and current or past activities that you can use in their introduction. They should inform you should there be a change in who is the scheduled speaker as listed in the Final Conference Program. Also tell them that if, for some reason, they will not be able to come to the Conference and present their paper, they should let both you and the Technical Program Co-Chairs know immediately.

When you arrive at the Conference:

Please go to the Conference Registration Desk and pick up your registration packet. While there, ask to place your initials and cell phone number (or alternate contact information) beside your name in the **Master Program**. The speakers will be asked to do the same thing. This will be our way of knowing that moderators and speakers have arrived and that we don't have a **no-show** situation.

Prior to the scheduled start of your session, check back at the Conference Registration Desk to confirm that all of your speakers have arrived at the conference by checking the **Master Program**.

Guidelines for Moderating and Reporting the Session:

Arrive at the room at least 10 minutes prior to the start of the session. Find your speakers and introduce yourself to them. You may need to check with them on name pronunciation, job titles, etc.

Tell them of the importance of keeping their presentation within the time limits, and explain the use of the 5 minute, 1 minute, and Times Up warning signs that you will be using (see below). (We will also be sending the authors an email with information in it about how the moderators will be working to keep the session on time.)

If the speaker is doing a Power Point presentation, he/she will need to provide their own computer. In order to minimize the set-up time required, ask them to do their set-up as quietly and unobtrusively as possible while you are fielding questions from the previous speaker or before the session begins.

Start and end the session on time.

Keep your speakers on schedule!!

The total time for each session is 90 minutes. Organized for each “regular” technical session is a maximum of four presentations.

Each presentation is allowed no more than 22.5 minutes. This includes time for the introduction and the Question and Answer (Q&A) period. The expected amount of time each speaker will have for each presentation is about 18 minutes.

The allowed time for each presentation is the same whether two, three or four papers are scheduled in the “regular” (non-special) technical sessions. This allows for Conference attendees planning to listen to presentations scheduled in separate sessions to be reasonably assured all presentations in the “regular” technical sessions will start and end at about the same time in concurrent sessions.

At the discretion of the Session Moderator, when a session has less than four presentations scheduled, the open period at the end of the last presentation may be used for additional Q&A or general discussion.

If a speaker is a no-show, the scheduled time for the speakers presentation is an open period.

Introduce the session topic and introduce yourself (be sure to include a comment about your current position or activities). Explain that each speaker will have approximately 18 minutes for their presentation, with time for a couple of questions afterward, and that you will be signaling the speakers concerning their remaining time.

Introduce the speaker with the name of their presentation and the names of co-authors. Provide a brief statement about their position, affiliation and current or past activities. **Introductions should be kept to less than one minute with about 21 minutes remaining for the presentation and Q&A.**

Keep track of the time. When the speaker has been talking for 13 minutes and has 5 minutes left, hold up a 5 minute warning sign (these will be available in each presentation room and also in the Speakers Room). This alerts the speaker on how much time they have left. At the 17 minute time mark, hold up the 1 minute warning sign (by which time they should be into their conclusions), and after 18 minutes hold up the Times Up sign.

If the speaker does not close their presentation after 20 minutes, stand up (off to the side). At the 21 minute mark, if the speaker has not finished, you will need to interrupt him/her, and indicate they must end their presentation so that you can introduce the next speaker and keep the session on the scheduled time for each presentation.

When the speaker finishes their presentation, you need to stand up and either ask for questions or indicate that there is no time remaining for questions because it is necessary to proceed with the next presentation in order to keep the session on schedule.

If the speaker finishes on time (at about the 18 minute time mark), you should have about 3 minutes for a few questions. Ask for questions from the audience, but be prepared with a question of your own in case the audience is slow to raise any questions. Usually after the first question, anyone else that has one will be ready to ask it.

Be sure to thank each speaker at the end of the Q&A period or before introducing the next speaker.

If you have a no-show speaker before a following scheduled presentation, DO NOT move speakers out of their assigned time slot.

If you think you have a no-show because the speaker did not sign in at the Speakers Room, nor were you able to make contact with them just before the session started, first ask if they are present in the room. If the speaker is not present, in the open period you may either field additional questions for the previous speaker or speakers and/or call a break until the time to introduce the next speaker.

End your session on time. In most cases, another session will be starting in your room shortly after your session is scheduled to be over. Be sure to thank all of your speakers as you end the session.

Room arrangements:

Each of the Technical Program rooms should have a volunteer (often a graduate student) assigned to it. They will be responsible for the lights, A.V. equipment, and to act as a gofer, if needed.

Each room will be equipped with a microphone, projection screen and a projector for Power Point presentations.

The speakers will have to provide their own computer, or make arrangements to share one.

There will be no overhead or 35mm projectors unless prior arrangements have been made.

For the special panel sessions, there will be a table and chairs, and one or more microphones in the front of the room. Speakers must provide their own laser pointer.

After your session is over – complete the Moderator Report Form:

It is extremely important that you complete the Moderator Report Form for each session that you moderate and return it to the ASPRS Staff Office or the Conference Registration desk immediately following your session.

The Volunteer will give you this form at the beginning of your session.

Note: The speaker rebate for the speakers in your session is dependent upon your returning a completed Moderator Report Form.

Also, please remind the speakers in your session(s) to complete the Speaker Rebate Form.

After your session is over, please leave the “**Time Signs**” in the room for the next moderator.

If there were any particular problems, or if you have suggestions for improvements at this or future conferences, please take a minute to fill out a **Suggestion Form** that will be available in the **Speakers Room**, or contact one of the Conference Committee Members with your comments or suggestions. Comments in writing are preferred.

Again, THANK YOU for your willingness to moderate one of the technical sessions, and for your overall participation in this ASPRS Conference.