

Moderator Guidelines for Innovative Executive Sessions (IES)

Please read carefully Important Information

IES Moderators have a very important job. Please make time to communicate with your presenters and meet the deadlines listed below.

1. Moderator - **ASAP** please send an e-mail to all the authors in your IES Session. Please tell them you are the moderator and provide your e-mail and cell number. Please remind them of the name of the session, the date, the time and location of the session.
2. **MODERATOR - Please hold a conference call with all your presenters to explain how this session will work. I suggest you organize this for early February. This way the presenters can ask questions and get comfortable. Schedule this now.**
3. Ask the presenter to send you an e-mail back confirming participation in the session. Confirm who the presenter is and ask for e-mail and cell number for this person. Give due date.
4. Moderator- Remind presenters of the following
Session Format- each presenter has **one slide** and 3 minutes at the podium. After all presenters are done presenters and audience move to other side of the room and have their laptops on table. You will have three (3) 20 minute blocks of time to speak with the people that come by your tables. Moderator: you will announce after 20 minutes that people should switch tables.
5. **Moderator** – you must bring the main laptop computer for the start of the session and have all the slides pre-loaded and tested. LCD projectors will be provided in each session room but a laptop will not be provided. (Gather ALL speaker **slides** by March 14 into a single PPT file.) Advise them to use a single common font so that imported PPT slides will appear satisfactory and legible. A template slide has been provided for this session.
6. **Moderator** - you will provide Debbie Smith with one power point that includes all the final slides by **March 19th**, so the handout can be created and shipped to the conference.
7. **Moderator - If you are bringing a MAC please bring an adaptor and let Debbie Smith know by December 7th dsmith@asce.org.**
8. Tell your speakers what operating system you are using.
9. If someone is not available to make the presentation, please let **Debbie Smith know ASAP dsmith@asce.org.**
10. **All your presenters have 3 minutes' maximum at the podium. It is very important you keep to the time schedule. Moderators you must keep everyone to the time limit.**
11. **Moderator** - you will start the session, but you will not introduce speakers and you will not have questions and answers during the podium portion.

IES presenters-

1. You are required to provide your one slide- (template attached) to the session moderator no later than **March 14**. The **moderator will send Debbie Smith on March 19th one document** with all the slides included in the order they will be presented so she can make the session handout. The moderator will also pre-loaded on the moderator laptop. Please use attached template.
2. IES Presenters – **IMPORTANT** you will bring your own laptop for the second part of the session. No internet will be available and no power source for this part of the program. This is your opportunity to show more details about their project and speak one on one with the audience.

All Moderators and Presenters are required to register for the conference. You are eligible for the Speaker/moderator discounted rate. Registration will open in November.

What to do during the Conference – Innovative Executive Sessions (IES)

1. Have all your presenters arrive early to the session room to get organized. Make sure you test your laptop before the session starts so you make sure it works. Call AV for help. Request all speakers sit in the front rows and line up (“in the batter’s box”) to smooth the transition between speakers.
2. **Check audio-visual equipment before the session begins** to be certain that the equipment is functioning and that you understand its operation. Know how to operate the lighting and sound systems. You may need to ask someone in the audience to operate the lights.
3. Locate the handout and make sure you notify the audience this is available.
4. At the beginning of the session, the session moderator should call the session to order, welcome everyone to the “XYZ Session,” announce the format. **There will be no questions during this part of the session.** Ask the audience to please turn their cell phones and pagers to mute or vibrate so as not to disturb the presenter.
5. Moderators MUST be stringent on the three-minute limit and MUST stop the speaker and move to the next speaker. You need to have the speakers lined up and ready for each transition.
6. There should be someone in the front row with a 2, 1 min & 30 sec sign to keep the speaker on track. Do not hesitate to tell the speaker that his/her time is up.
7. **At the end of ALL podium presentations, thank the speakers and ask the audience and speakers to move to the tables for individual discussion.** You will have three (3) 20 minute blocks of time to speak with the people that come by your tables. Moderator, you will announce after 20 minutes that people should switch tables.
8. In the event a scheduled speaker does not make an appearance, skip to the next speaker. Please be certain to forward the name of the absent speaker to [Debbie Smith dsmith@asce.org](mailto:Debbie.Smith@asce.org)

Thank you for volunteering your valuable time to serve as moderators for this conference. Your enthusiasm and interest in your sessions is an important element to the overall successful experience of the Congress.

If you have any questions regarding your job as a moderator, please feel free to contact Debbie Smith dsmith@asce.org or call 703-295-6095.