<div align="center"><u>**Moderator Guidelines**</u></div>

<u>**What you need to do before the Conference**</u>
(Communicate with authors/presenters now - make sure you know which author is making the presentation.)
Very Important- make sure the presenter is informed and committed to participating in session

1. Contact all the author/presenters in your session to introduce yourself and make sure they have your contact information (an e-mail was sent with author information).

2. Confirm the title, date, and time of the session with the authors/presenters – look online at **www.structurescongress.org**

3. Confirm who will make the presentation and that they are able to attend the session.

4. If someone is not available to present a paper, please let **Debbie Smith know ASAP dsmith@asce.org**

5. Make sure everyone understands they need to provide you with their **PowerPoint** in advance of the session so you can have it pre- loaded onto a laptop. **Remember, we do NOT provide laptop computers for the sessions.** We will provide the LCD projector and screen. **NOTE: LCD projectors will be provided in each session room but a laptop will not be provided. The moderator is responsible for bringing the laptop. If you are bringing a MAC please let me know by December 8th[th] and bring an adaptor for your machine.**

6. Tell your speakers what operating system you are using. If a speaker includes video they must embed them properly and you must have time to test them. Videos that are not tested almost always cause issues during the session.

7. All presenters need to use the conference PowerPoint template provided online **www.structurescongress.org**

8. **Moderator PowerPoint template includes the necessary reminder slides also available online at www.structurescongress.org**

9. Look at your session to see how many presenters and how much time you have for the session: 60 minutes or 90 minutes. Determine the amount of time to allot for each speaker – be certain to allow time for introductions and questions. Q and A can either be after each speaker or at the end of the session. **It is important to keep to the time schedule so that the final speaker is not cut short on their time. A few sessions will not have time for questions. Send information to your speakers in January with the amount of time they have to present.**

10. **Moderators must make sure to keep the session on time. Make sure your speakers do not run over - Moderators are responsible for asking speakers to stop if needed. Running late causes issues for the next session.**

11. As the moderator you will make brief introductions for each presenter.   As a suggestion, give the presenter's name, their current position and employer, and the title of the paper. You need to make sure you have this information from the speakers before the start of the session.

12. Moderators and all 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

1. Arrange to meet with your speakers at the conference prior to your assigned technical session. Discuss last minute details (A/V needs recap, speaker introductions, presentation time allotments, missing speakers, etc.) with the speakers regarding their presentations. Reconfirm the room assignment and session time with all speakers and request that they arrive to the session room at least 15 minutes ahead of time to verify A/V etc. **Request all speakers sit in the front rows to lessen the time it takes to reach the speakers' podium.**

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. At the beginning of the session, the session moderator should call the session to order, welcome everyone to the "XYZ Session," announce the time allotted for each speaker, and whether questions will be at the end of the session or after each speaker.   Ask the audience to please turn their cell phones and pagers to mute or vibration so as not to disturb the presenter.

4. Introductions of the speakers should generally be brief. As a suggestion, give the presenter's name, their current position and employer, and the title of the paper.

5. The session moderator is expected to moderate the floor discussion. Session moderators should try to stimulate discussion if you have time.

6. **As the presentation of each speaker nears an end, the session moderator should alert the speaker of time available for presentation (indicating five minutes and two minutes before time is up, and the end of the allotted time). Do not hesitate to tell the speaker that his/her time is up. Very important that you do not let speakers run over on time as it will impact the rest of the speakers in your session and the next session.**

7. In the event a scheduled speaker does not make an appearance, their time allotted will be used for audience questions. Please do not shift the order or time slot of your speakers – people change rooms in order to attend specific talks based on speaker order. Please be certain to forward the name of the absent speaker and any particulars **to Debbie Smith dsmith@asce.org.** All moderators are encouraged to have something in mind (i.e. roundtable discussion concerning the technical session's topic involving the speakers present; questions from moderators to stimulate discussion; open audience discussions regarding the technical session's topic; etc.), to fill the time period.

8. At the end of the presentation, thank the speaker and specifically relate why you feel the presentation was a benefit or of importance to the audience; or why the presentation was relevant to the audience's interests.

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 703-295-6095

All important conference information can be found on www.structurescongress.org.