**Structures Congress 2020 Non-IES Moderator & Presenter Instructions**

**Before the Conference:**

**Moderators:**

1. Please reach out to all your presenters **by January** and introduce yourself. Confirm you have the correct person listed as the presenter.  Confirm the title, day, and time of the session with the presenters. Provide presenters with your cell number and e-mail address. Tell your presenters if you will use a PC or MAC at the conference so they can prepare accordingly.

2. Some sessions are 60 minutes, and some are 90 minutes. Depending on your session format and the number of presenters you will need to communicate the amount of time each person has to speak and how you will manage questions. Some sessions will not have time for questions. Make sure to end on time so the next program can have access to the room to start on time. Provide this information to presenters in January.

3. If someone is not available to make their presentation, please inform Debbie Smith as soon as possible.

4. Power Points – The Power Point template for presenters is available on the For Presenters web page. Moderator slides with important reminders are emailed to you about a month prior to the conference.

    - You must collect all presenters' Power Points in advance of the session and load them onto the laptop you will bring to the session. SEI does **NOT** provide laptops for the sessions. An LCD projector and screen will be provided. Make sure to bring an adaptor if you're using a MAC.

    - All presenters are asked to upload their Power Point to the paper management system by **March 30,** so it is available on the interactive technical program website and the mobile app. This information is very important and valuable to the conference attendees. They can upload a modified version of the presentation versus what they show during the session.

    - If a presenter includes a video, they must embed them properly and you must make sure to test them prior to the session. Videos that are not tested almost always cause issues during the session.

5. As the moderator you will briefly introduce each presenter. Give the presenter's name, their current position and employer and the title of the presentation. Make sure you have this information from the presenters prior to the start of the session.

6. All presenters and moderators are **required to register for the conference**. You are eligible for the Speaker/Moderator discounted rate. Registration will open October 28, 2019.

7. Final papers are optional. For authors interested in submitting final papers the publication ready paper is due **October 22**. Details on the website.

**During the Conference:**

1. Arrange to meet with your presenters at the conference prior to your assigned technical session. Discuss last minute details. Reconfirm the room assignment and session time with all presenters. Request they arrive to the session room at least 15 minutes prior to start of session to verify A/V. Request all presenters sit in the front rows to lessen the time it takes to reach the speakers' podium and line up in order of presentation.

2. Test audio-visual equipment before the session begins to be certain that the equipment is functioning, and you understand its operation.  Know how to operate the lighting and sound in the room. You may need to ask someone in the audience to operate the lights.

3. At the beginning of the session call the session to order, and welcome everyone to the [Name of the Session}, announce the time allotted for each speaker, and whether questions will be all at the end or after each speaker. Ask the audience to turn off their cell phones.

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 presentation.

5. As session moderator you are expected to moderate the floor discussion. Moderators should try to stimulate discussion if there is time.

6. It is your responsibility to keep the presenter on time. **As each presentation time nears an end let the presenter know the time remaining** (indicating five minutes and two minutes before time is up and the end of the allotted time).  Do not hesitate to tell the presenter that their time is up.

7. In the event a scheduled presenter does not show up use their time for audience questions or discussion. **Do not shift** the order or time slot of your presenters as attendees change rooms in order to attend specific talks based on presenter order in the program. Make sure to forward the name of the absent presenter and any relevant details to Debbie Smith. If a presenter does not show up, all moderators are encouraged to have something in mind (i.e. roundtable discussion concerning the technical session's topic involving the presenters present; questions from moderator to stimulate discussion; open audience discussions regarding the technical sessions topic, etc.) to fill the time period.

8. At the end of the presentation thank the presenter and briefly note lessons learned.

Thank you for volunteering your valuable time to serve as a moderator for this conference.  Your enthusiasm and interest in your sessions are critical for the best participant experience and overall success of the Congress.

**If you have any questions regarding your job as a moderator, contact [Debbie Smith](#) or call 703-295-6095.**