

Structures Congress 2020 IES Instructions – (Innovative Executive Sessions)

IES Session Format: The first part of the session allows each speaker to briefly introduce their subject from the podium to the large group. Each presenter has one slide and 3 minutes at the podium. The IES Power Point Slide template is available on the “For Presenters” web page. When all the presenters are done everyone moves to the other side of the room for small group discussions with each presenter. Each presenter has a table. They can bring a laptop or other visuals to use during small group discussions. They will have three 20-minute blocks of time to speak with the people that come by their tables. Moderators will announce 20-minute intervals for the attendees to switch tables. Some IES sessions are 60 minutes and some are 90 minutes.

Before the conference:

Moderators:

1. 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. Provide your cell number and e-mail address. If presenters are non-responsive, please let Debbie Smith know right away so we can remove them from the program.
2. **VERY IMPORTANT:** Hold a conference call in **early February** with all your presenters to explain how the IES session works. This way the presenters can ask questions and get comfortable. Please work on scheduling this right away.
3. If someone is not available to make their presentation, please let [Debbie Smith](#) know as soon as possible.
4. Bring the main laptop 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**. If you are bringing a MAC please bring an adaptor. **Please collect all your presenters’ slides by March 30.**
5. For the start of the session the moderator welcomes everyone and briefly explains that each presenter will come to the podium and speak for 3 minutes. No questions and answers during this part of the program. After everyone is done the audience can meet with speakers in small groups to learn more.

All Moderators and Presenters are **required to register for the conference** and are eligible for the Speaker/Moderator discounted rate that will be emailed to you. Registration will open October 28, 2019.

Presenters:

- You are required to bring a laptop and/or other visual displays for the second part of the session. This is your opportunity to show more details about the topic and speak one-on-one with the audience. There will be no internet or power source for this part of the session.
- **NEW:** Presenters are required to develop a short handout to give to audience members. It can be a copy of their slide from the three-minute presentation, a small handout, flyer or other materials. Bring 30-40 copies to the session.
- Presenters are asked to upload their Power Point to the paper management system by **March 30**, so it is available on the technical program website and the mobile app. This information is

very important and valuable to the conference attendees. You may upload a modified version versus what you show in the session.

- Final papers are optional. For authors interested in submitting final papers the publication ready paper is due **October 22**. Details on the [website](#).
6. All Moderators and Presenters are **required to register for the conference** and are eligible for the Speaker/Moderator discounted rate that will be emailed to you. Registration will open October 28, 2019.

During the Conference:

Moderators:

1. Have all your presenters arrive early to the session room to get organized. Make sure to test your laptop before the session starts. Call AV for help if needed. Request all presenters sit in the front rows and line up in order of presentation to smooth the transition between presenters.
2. Check 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, welcome everyone to the [Name of the Session] and announce the format. There will be no questions during this part of the session. Ask the audience to turn their cell phones off.
4. **You MUST be strict on the three-minute limit and must stop the speaker on time and move to the next speaker.**
5. Make sure someone is in the front row with a 2 min, 1 min, & 30 sec remaining sign to keep the presenter on track. Do not hesitate to tell the presenter that their time is up.
6. At the end of ALL podium presentations, thank the presenters and ask the audience and presenters to move to the tables for individual discussion. Presenters will have three 20-minute blocks of time to speak with the people that come by their tables. Make sure to announce 20-minute intervals for the attendees to switch tables.
7. In the event a scheduled presenter does not show up, skip to the next presenter. Please make sure to forward the name of the absent presenter to [Debbie Smith](#).

Thank you for volunteering your valuable time to serve as a moderator for this conference. Your enthusiasm and interest in your sessions is critical to 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.