



Guidelines for In-Person Moderators

Thank you for volunteering your valuable time to serve the geoprofession as a podium session moderator for Geo-Extreme 2021.

Moderator Duties – SUMMARY

Before the Conference

1. Confirm your session speakers, [date and time here](#).
2. Contact the authors of papers assigned to your session.
3. Confirm whether or not at least one author of each paper will be on site to make the presentation.
4. Confirm that presenters understand the session format and presentation length.

Please Note:

COMPUTERS ARE NOT PROVIDED.
**One of the session participants (moderators or presenters),
must provide a laptop.**

It is **STRONGLY RECOMMENDED** that all presentations be pre-loaded onto a single laptop before your session *and tested*. This will eliminate wasting precious podium time on shuffling laptops, loading presentations on the fly, and discovering incompatibilities when nothing can be done.

5. Collect a brief bio (name; current position and employer; title of the paper) from each presenter.
6. Confirm computer support with presenters, and determine who will provide the session laptop.
7. You may plan to collect a copy of everyone's presentation before the session, or allow your speakers to bring the presentation the day of.

During the Conference

1. Please arrive at the session room 15-30 minutes prior. Meet with your speakers prior to your session to review last minute details.
2. Check audio-visual equipment before the session begins to be certain that it is functioning and that you understand its operation.
3. At the beginning of the session, call the session to order, welcome attendees; explain format and presentation times; and how Q&A will be handled (after each paper, all at the end, as time permits, etc.).
4. Brief introductions of each speaker (name, position, employer, paper title).
5. Alert speakers when they have 2 minutes left, and when their time is up. Please encourage your speakers to stay within their allotted time.
6. Moderate any Q&A or discussions. Be prepared to deal with typical session challenges as they arise: absent speakers, Q&A, awkward silences, combative attendees, group discussion.



7. At the end of the presentation, thank the speaker and if possible, specifically relate why you feel the presentation was relevant to the audience's interests.

Changes? Questions?

Further details about presenter duties are provided on the next pages. Erin Harrover of the G-I staff is available at eharrover@asce.org to assist you with issues you may have.

Presentation Information

- **Session format and presentation length –**

- Technical Podium Sessions are 120 minutes long, which will accommodate up to 6 paper presentations of 14 minutes each with approximately 3 minutes for transitions between papers. Please see the schedule at the end of this document for a full schedule.

Any remaining time at the end of the session will be devoted to Q&A. If circumstances for a particular session vary from the norm, the session chair will make any further decisions required.

- **Audio-visual equipment –** Each technical session room will be equipped with a screen, and an LCD projector, as well as any supporting furniture and electrical cords required for their operation. Requests for additional audio-visual equipment will be considered on a case-by-case basis.
- **Presentation formats –**
 - There are no required formats, colors, logos, or templates for your presentation, although we do encourage the use of Microsoft products and PowerPoint if possible, to minimize technical difficulties and facilitate speaker transitions.
 - *Please do not use your presentation for commercial solicitation; if you use your company logo at all, please keep it to one slide.*
- **If your session has fewer than 6 presentations –** please follow the time table schedule (on the last page of this document) through the presentations you have, then plan on filling the remaining time with Q&A or group discussion.
 - Consider preparing a few questions in advance for each paper.
 - Consider planting a few colleagues in the audience to get the discussion going.

How to run a session:

- While no one expects perfect timekeeping, it is important to **follow the time schedule** as much as possible. This ensures that: 1) the final speaker is not deprived of promised presentation time, and 2) conference attendees can change rooms in order to attend specific presentations.



Accordingly, please do not shift speaker order or time slot during the session. In the event a scheduled speaker does not make an appearance for their presentation, fill the unused time allotment with Q & A or group discussion.

We expect the typical sessions will follow the schedules on the last page of this document.

• **Welcome, introductions, and transitions –**

- At the beginning of the session, welcome attendees; explain format and presentation times; and how Q&A will be handled (after each paper, all at the end, as time permits, etc.)
- Give your speakers a 2-minute warning as the end of their presentation times gets near.
- During transitions between papers, there is 1 minute to use as appropriate for the session. This will probably consist of: making brief speaker introductions (presenter’s name; their current position and employer; and the title of the paper) while switching AW to the next presentation and moderating any Q&A, etc.
- After the final paper, there are a few minutes for questions and discussion.

Typical Technical Session Presentation Schedules

We expect the typical technical sessions will follow the following schedules (depending on which type of session it is):

7 paper session:

120-minute session		10:00 am – 12 pm	3:00 pm – 5:00 pm
Welcome and introductions	5 minutes	10:00 – 10:05 am	3:00 – 3:05 pm
Presentation of 1 st paper	12 minutes	10:05 – 10:17 am	3:05 – 3:17 pm
Q&A of the 1st paper	3 minutes	10:17 – 10:20 am	3:17 – 3:20 pm
Transition to the next paper	1 minute	10:20 – 10:21 am	3:20 – 3:21 pm
Presentation of 2 nd paper	12 minutes	10:21 – 10:33 am	3:21 – 3:33 pm
Q&A of the 2nd paper	3 minutes	10:33 – 10:36 am	3:33 – 3:36 pm
Transition to the next paper	1 minute	10:36 – 10:37 am	3:36 – 3:37 pm
Presentation of 3 rd paper	12 minutes	10:37 – 10:49 am	3:37 – 3:49 pm



Q&A of the 3rd paper	3 minutes	10:49 – 10:52 am	3:49 – 3:52 pm
Transition to the next paper	1 minute	10:52 – 10:53 am	3:52 – 3:53 pm
Presentation of 4 th paper	12 minutes	10:53 – 11:05 am	3:53 – 4:05 pm
Q&A of the 4th paper	3 minutes	11:05 – 11:08 am	4:05 – 4:08 pm
Transition to the next paper	1 minute	11:08 – 11:09 am	4:08 – 4:09 pm
Presentation of 5 th paper	12 minutes	11:09 – 11:21 am	4:09 – 4:21 pm
Q&A of the 5th paper	3 minutes	11:21 – 11:24 am	4:21 – 4:24 pm
Transition to the next paper	1 minute	11:24 – 11:25 am	4:24 – 4:25 pm
Presentation of 6 th paper	12 minutes	11:25 – 11:37 am	4:25 – 4:37 pm
Q&A of the 6th paper	3 minutes	11:37 – 11:40 am	4:37 – 4:40 pm
Presentation of 7 th paper	12 minutes	11:40 – 11:52 am	4:40 – 4:52 pm
Q&A of the 7th paper	3 minutes	11:52 – 11:55 am	4:52 – 4:55 pm
Wrap-up; Q&A	5 minutes	11:55 am – 12:00 pm	4:55 – 5:00 pm

6 Paper Session:

120-minute session		10:00 am – 12 pm	3:00 pm – 5:00 pm
Welcome and introductions	5 minutes	10:00 – 10:05 am	3:00 – 3:05 pm
Presentation of 1 st paper	14 minutes	10:05 – 10:19 am	3:05 – 3:19 pm
Q&A of the 1st paper	3 minutes	10:19 – 10:22 am	3:19 – 3:22 pm
Transition to the next paper	1 minute	10:22 – 10:23 am	3:22 – 3:23 pm
Presentation of 2 nd paper	14 minutes	10:23 – 10:37 am	3:23 – 3:37 pm



Q&A of the 2nd paper	3 minutes	10:37 – 10:40 am	3:37 – 3:40 pm
Transition to the next paper	1 minute	10:40 – 10:41 am	3:40 – 3:41 pm
Presentation of 3 rd paper	14 minutes	10:41 – 10:55 am	3:41 – 3:55 pm
Q&A of the 3rd paper	3 minutes	10:55 – 10:58 am	3:55 – 3:58 pm
Transition to the next paper	1 minute	10:58 – 10:59 am	3:58 – 3:59 pm
Presentation of 4 th paper	14 minutes	10:59 – 11:13 am	3:59 – 4:13 pm
Q&A of the 4th paper	3 minutes	11:13 – 11:16 am	4:13 – 4:16 pm
Transition to the next paper	1 minute	11:16 – 11:17 am	4:16 – 4:17 pm
Presentation of 5 th paper	14 minutes	11:17 – 11:31 am	4:17 – 4:31 pm
Q&A of the 5th paper	3 minutes	11:31 – 11:34 am	4:31 – 4:34 pm
Transition to the next paper	1 minute	11:34 – 11:35 am	4:34 – 4:35 pm
Presentation of 6 th paper	14 minutes	11:35 – 11:49 am	4:35 – 4:49 pm
Q&A of the 6th paper	3 minutes	11:49 – 11:52 am	4:49 – 4:52 pm
Wrap-up; Q&A	8 minutes	11:52 am – 12:00 pm	4:52 – 5:00 pm