

# Guidelines for Geo-Extreme 2021 Podium Presenters

## Presenter Duties – SUMMARY

---

### Before the Conference

1. You will be contacted by the moderator(s) of your session. They will want to:
  - ✓ Confirm whether or not at least one author of each paper will be on site to make the presentation.
  - ✓ Confirm that presenters understand the session format and presentation length.
  - ✓ Collect a brief bio (name; current position and employer; title of the paper).
  - ✓ Confirm computer support arrangements.
  - ✓ Make arrangements to collect a copy of everyone's presentation before the session.
2. Double check your presentation time.
  - **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.**
3. If you have any changes to your presentation, please let your session chair and [geoconferences@asce.org](mailto:geoconferences@asce.org) know.

### During the Conference

1. Meet with your moderator prior to your session to review last-minute details.
2. Arrive at the session room at least 15 minutes ahead of time and sit in the front row.
3. Present your paper within the allotted time
  - a. Technical Podium Sessions are 90 minutes long, which will accommodate up to 6 paper presentations of 12 minutes each with approximately 1 minute for transitions between papers.
4. Participate, as time permits, in any Q & A or group discussions.
5. **Please remember:** ASCE recognizes the strategic and critical importance of advocating for and sustaining a diverse workforce and inclusive work environment. The Society is committed to implementing policies and programs designed to advance the profession by promoting an inclusive climate in the profession. Please ensure that your presentation reflects this commitment.

### 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](mailto:eharrover@asce.org) to assist you with issues you may have.