

# Moderator Guidelines

## Earth & Space Conference 2008

11<sup>th</sup> International Conference on Engineering, Science, Construction,  
and Operations in Challenging Environments

Sponsored by the ASCE Technical Activities Committee, Aerospace Division

March 3-5, 2008

Long Beach, California

Website Address: [www.asce.org/conferences/space08](http://www.asce.org/conferences/space08)

Congratulations and thank you for your acceptance to moderate a session at the **Earth & Space 2008 Conference**. This is an excellent opportunity for you to facilitate the sharing of knowledge and information with your colleagues.

This document will assist you in preparing for leading your session. Following these guidelines will enable you to maximize your session time and effectively convey the speakers' subject matter to the audience.

### Responsibilities:

- You may wish to review the **Speaker Presentation Guidelines**, so that you are informed as to how the speakers have been instructed to prepare for their presentations.
- So that presenters may begin to plan their presentations, let **each speaker know that they have 20 minutes for their presentation**, which includes the time for you to introduce them (about two minutes), time for them to walk to the lectern and back (one to two minutes) and time for questions. We also suggest that if your session has fewer than the normally allotted number of speakers that you keep to the 20 minute schedule, and use the remaining time for questions. Give speakers a two-minute signal to help keep them on schedule.
- Available on the Speakers/Moderators page of the Web site (<http://content.asce.org/conferences/earth2008/speaker.html>), is the **Audio/Visual Form due by Friday, February 1, 2008**. Ensure an A/V Form has been submitted for your session. Each session room will have an LCD projector, screen and microphone. Overhead projectors and 35 mm projectors are available upon request. **Computers are not provided**. If a laptop computer is needed, please coordinate with the speakers who will bring their computer. On the A/V Form, you can indicate if a "switcher" is required for the LCD projector to make it easier to move from one computer to another.
- Available on the Speakers/Moderators page of the Web site (<http://content.asce.org/conferences/earth2008/speaker.html>), is the **Biographical Form due by Friday, February 1, 2008**. The information collected on the Biographical Form is for introductory purposes. You will be able to pick up the Biographical Forms for the speakers in your session in the **Speaker Ready Room**. Blank forms will be available onsite for those who have not yet filled out their bio forms.

- Advise the Conference General Chair or Technical Co-Chair of any **last minute cancellations or personnel substitutions** as early as possible.
- **Pick up your badge** and materials at the Conference Registration Desk. Double-check the time and location of your session in the Onsite Conference Program, which you will receive with your registration packet.
- Attend the **Authors' Breakfast/Speakers' Breakfast** on the day(s) of your session to meet the speakers in your session, and to receive last minute instructions.
- **Arrive to the session early** to ensure A/V equipment is functioning properly. If it is not, then immediately inform an ASCE representative. be sure to account for all of your speakers. If any speakers have not yet submitted their biographical information, please ask them to take a minute to fill in the necessary details. Instruct speakers to sit in front during the session and to repeat any questions before answering.
- Welcome attendees to the session.
- Introduce the session. Provide the exact name of the session.
- Announce the location of the exits/safety evacuation information.
- Introduce yourself and speakers. Using the information provided on the Biographical Form, **speaker introductions** should be brief, not to exceed one minute per speaker.
- Ask attendees and presenters to turn off their cell phones or turn the ring to vibrate. Inform attendees that any calls should be taken outside the room.
- Session rooms often fill to capacity. If all seats are filled, ask those standing to find a different session to attend due to fire safety regulations.
- The moderator directs the question/answer segment of the session.
- Thank you audience for attending and close the session.
- **Adhere to the time schedule.** Not only must the session begin on time, but also each speaker should start on time.

Once again, thank you for agreeing to moderate!

**Questions** may be addressed to Adele C. Dicken, CMP, Conference Manager at [adicken@asce.org](mailto:adicken@asce.org) or tel.: (703) 295-6028.