

Session Moderator Guidelines

Congratulations and thank you for your acceptance to moderate a session at the GeoFlorida.

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 and 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:

- Review the “**Presentation Guidelines**” so that you are informed as to how the speakers have been instructed to prepare for their presentations.
- Adherence to the time schedule is an essential ingredient for a successful meeting. Not only must the session begin on time, but also each speaker should start on time.
- Let each speaker know *exactly* how much time he/she will have for his/her presentation so that presenters may begin to plan their presentations. (This is based upon the total number of presentations in your session; generally speakers will have 20 minutes for presentation and 5 minutes for questions following each presentation for 3paper sessions.)
- Stress the need for quality both in audio visual aids and oral presentation.
- ASCE is committed to promoting an inclusive professional organization. It is important that your speakers' presentations are geared to reach a diverse audience.
- Make an effort to identify speakers that reflect (mirror) and represent the diversity of the profession.
- Advise the Publication Co-Chairs of any last minute cancellations or personnel substitutions.
- Pick up your badge and materials at the Congress Registration Desk.
and
- Double check the time and location of your session in the Final Congress Program, which you will receive with your registration packet.