

Session Moderator Guidelines

Congratulations and thank you for accepting to moderate a session at Hydraulic Measurements & Experimental Methods (HMEM) 2007. 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. The session must begin on time and each speaker should start on time.
- Communicate with each speaker at least two (2) weeks prior to the scheduled session and let them 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 3-paper sessions.) Determine what audio visual aids the speakers plan to use. Stress the need for quality both in audio visual aids and oral presentation.
- EWRI of ASCE is committed to promoting an inclusive professional organization. It is important that your speakers' presentations are geared to reach a diverse audience.
- Each speaker has been asked to fill out a biographical information form so that you can properly introduce them. Speakers were instructed to return their form to you and the Conference Manager by August 6, 2007. If you should forget your copy, a copy will be available in the Speaker Preparation Room. In addition, blank forms will be available onsite for those who have not yet filled out their bio forms.
- Advise the Technical Program Chair, **David Hill**, of any last minute cancellations or substitutions.
- Pick up your badge and materials at the Conference Registration Desk. You will receive a Final Program with your registration packet. Double-check the time and location of your session.
- No later than 30 minutes prior to your session time, meet your speakers in either the Speaker Ready room or your session room and be sure to account for all of your speakers and that all PowerPoint presentations are on one laptop.

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. Be sure all necessary visual aid equipment is in the room. If there is anything amiss with the room or equipment, please contact Conference Staff or a hotel employee immediately so they can fix the problem.

- Determine what audio visual aids the speakers plan to use. Stress the need for quality both in audio visual aids and oral presentation. Each session room will have an LCD projector and screen as well as a microphone. Overhead projectors and 35 mm projectors are available upon request. **However, no computers will be provided.** Please coordinate with the speakers in your session to be sure that everyone who needs PowerPoint support has the use of a computer for their presentation.
- Please be aware, if approached by a speaker, most AV equipment that was ordered in advance will be provided at no cost to the speakers and that onsite requests may be charged to the individual.
- Introduce the speakers using the biographical information supplied earlier and/or obtained at by the speaker on-site. The introductions should be brief, not to exceed one minute per speaker.
- Ask for additional questions on any/all presentations, if time permits, after the last presentation.
- Make any closing remarks and then close the session.

Once again, thank you for agreeing to participate in this program!