

# Session Moderator Guidelines

## 2006 Structures Congress

Thank you for moderating a session at the **2006 Structures Congress**. The following are some brief guidelines which we hope will be helpful.

- Be sure to **register for the Congress** and inform your speakers that they need to do the same. Be certain to take advantage of the Moderator/Speaker discounted registration – the deadline is **April 18<sup>th</sup>**!
- **Double-check the time and location** of your assigned technical session in the Final Conference Program when you arrive at the Congress. Last minute changes are sometimes unavoidable and though we try, not everyone may get notified.
- **Adherence to the time schedule** is an essential ingredient for a successful session. So that presenters may begin to plan their presentations, let each speaker know *exactly* how much time he/she will have for his/her presentation. A 2-minute signal to speakers will help keep them on schedule.
- Determine **what audio visual equipment** the speakers plan to use. Each session room will have an LCD projector/screen and podium with a microphone. Laptop computers will not be provided. Please coordinate with the speakers in your session to be sure that everyone who needs it has the use of a computer for their presentation. **We strongly encourage you to have all presentations loaded onto a single laptop to make for easy transition between speakers.**
- **Advise the Conference Program Chair** (Brad Cross and John Finke at [bcross@siue.edu](mailto:bcross@siue.edu) and [john.finke@jacobs.com](mailto:john.finke@jacobs.com) ) and ASCE Conference team (Shirley Sarni and Lucy King at [ssarni@asce.org](mailto:ssarni@asce.org) and [lking@asce.org](mailto:lking@asce.org) ) of any last minute cancellations or personnel substitutions as early as possible.
- **Pick a time at the Congress** to meet the speakers in your session and go over any last minute instructions. A Speaker's Ready Room is available for this purpose each morning (with coffee).
- **Before the session begins**, be sure to account for all of your speakers and all necessary A/V equipment. Instruct speakers to sit in front during the session and to repeat any questions before answering. 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.
- **Please Make These Announcements!**
  - ◆ Remind the audience about the “Best of the Best” award
  - ◆ Remind the audience about the process for PDH's!
- Ask audience members to **please turn their cell phones** and pagers to mute or vibrate, so they do not disturb the presenter.
- Make any closing remarks and then close the session and **thank everyone** for attending.

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