GUIDELINES FOR MODERATORS OF ASEE ELD SESSIONS, 2010

LENGTH OF SESSION PRESENTATIONS

Make sure all your presenters know how long they can speak. Unless it has been clearly explained beforehand to all participants, each speaker should have an equal amount of time to present.

Conference sessions are in three lengths:

- 7:00 – 8:15 am – this early session is only 1:15 minutes long.
- 8:30-10:15 and 2:30-4:15 sessions are 1:45 long
- 10:30 – 12:00, 12:30 – 2:00 and 4:30 – 6:00 sessions are only 1:30 long

You now know how long your session is, so you can fine-tune each presentation length.

It will take at least 5 minutes for introductory material at the beginning of the session. At least another 5 minutes for speaker changes. For most sessions, at least 20 minutes should be reserved at the end for questions.

Deducting the above total of at least 30 minutes, only 25 minutes remain available for each of three speakers in the long sessions, and only 20 minutes for each of three speakers in the short sessions. Less if you have four or more presentations in the session. Make sure your speakers are aware of the time constraints as they prepare their presentations.

During the presentations, it will be the moderator’s responsibility to “encourage” long-winded speakers to move on, wrap up, and sit down. You are the official time-keeper. There are a couple of ways to indicate to speakers that their allotted time is almost through. The simplest is to (discretely) wave your hand indicating the number of minutes remaining. Or use a piece of cardboard on which you’ve written the number of minutes remaining. Usually “5 minutes” on one side, and “2 minutes” on the other will be all you need. Make sure your speakers know how you’ll indicate when their time is up. If the speaker doesn’t seem to get the message, it may be necessary to dispense with discreteness and walk up to the podium area and “encourage” a conclusion to the presentation.

AV EQUIPMENT

Each technical session will be provided a computer projector, a podium, and a podium microphone.

The moderator should also coordinate the use of the laptop computer for the session. All presentations should be loaded onto one laptop so that time is not wasted switching computers. In order to make sure that one laptop can be used, check with all presenters to find out what software is being used, and the version of the software. Encourage presenters to use standard software such as PowerPoint. If one of the presenters has unusual software, have that presenter bring the laptop with the needed software, and load the other presentations onto it. Make sure that all presenters have a backup plan such as a second computer or a flash drive. Moderators should also
probably have their laptops with the presentations as a back-up if one of the presenters has volunteered to provide the primary laptop. I will also have my laptop and will attempt to have all the presentations loaded as well.

Internet connections were not requested for this conference. They are rather expensive, usually costing at least $500 for each session, wired or wireless. Screen shots are encouraged.

**SPEAKER REGISTRATION AND EXPENSE REIMBURSEMENTS**

ASEE members (and those who should be ASEE members but are not) are expected to pay for their own registration and expenses. For guest speakers, discuss any coordination of expense payment with Program Chair.

There are no guest speakers for the conference in Louisville.

**COORDINATING AND COMMUNICATING WITH SPEAKERS**

With each speaker’s permission, share that person’s name, presentation title, and e-mail address with the other speakers in your session. Often speakers will trade basic info on what they’re going to talk about and some might adjust their presentations slightly, particularly to avoid duplicating content, as a result.

Make sure your speakers know where you will be staying at the conference and associated contact info. Make sure the Program Chair knows where you will be staying and has associated contact info. Also, make sure that you know where the Program Chair is staying and associated contact info.

If possible, try to arrange a time to meet your speakers (whether individually or as a group) for a few minutes at the conference but before your scheduled session time.

Get biographical info from each of your speakers for your introductions.

If you’re not sure of this to begin with, ask your speakers if they need any special accommodations (particularly anything ADA-related).

Explain how you’d like to handle introductions (all speakers introduced at the beginning of the session after you give your opening remarks, OR introduce each speaker immediately before they speak). Comments over the years suggest that introducing each speaker as they were about to speak is better than introducing all three (or more) at the beginning of the session.

Speaker order should be arranged by the moderator and speakers. The order need not coincide with the printed program entry for the session which is usually set well before the conference. If the speakers wish to vary the order listed in the program, please make such an announcement at the start of the session.

Indicate how you want to handle questions (Most often, we recommend saving all until the end to make sure you have enough time for all speakers to get through their presentations). If you do all introductions at the beginning, one speaker can field some questions while the next is setting up.
PRESENTATION GUIDELINES

We strongly suggest to your speakers that they bring multiple copies of any electronic presentation materials they plan to use, on multiple flash drives.

If speakers bring handouts let them know that about 100 copies will be needed.

Suggest that they allow a copy of their PowerPoint presentation to be available for posting on the ELD WWW site for viewing after the conference.

Inform them that they may be speaking to a group of 100+ people. PowerPoint must use a font size readable in a large room.

AT THE CONFERENCE

Attempt to meet the speakers you’ll be working with prior to the session, if logistics permit.

Before the conference adapt introduction PowerPoint template slide which should be displayed at the start of the session to identify the session & acknowledge the sponsor so attendees know they are in the correct room.

The conference is structured so that there is at least 15 minutes between sessions. It’s suggested that you get the PowerPoint and/or conference materials onto the laptop prior to the session. Get to the session as soon after the previous session breaks up as possible as you may need to use that time to load revised PowerPoint presentations. Don’t run the presentations from a USB or disc drive because they’ll probably run slow. Make sure that the connections between the laptop and projector are working. Make sure that the show is accessible and displaying properly BEFORE the session starts.

If for some reason you have brought your own projection equipment, DO NOT MOVE the provided equipment off the projection stand. You must place your equipment on another stand without moving the provided equipment. If the provided equipment is moved, and is damaged, then ASEE must pay a damage fee.

Review with your speakers how you will indicate that their presentation time is nearing to a close.

During the presentations, it will be the moderator’s responsibility to keep the session on time. There are a couple of ways to indicate to speakers that their allotted time is almost through. The simplest way is to (discretely) wave your hand indicating the number of minutes remaining. Or use a piece of cardboard on which you’ve written the number of minutes remaining. Usually “5 minutes” on one side, and “2 minutes” on the other will be all you need. Make sure your speakers know how you will indicate when their time is up. If the speaker doesn’t seem to get the message, it may be necessary to dispense with discreetness and walk up to the podium area and “encourage” a conclusion to the presentation.

At the beginning of your introductory remarks always tell the audience the session number and the fact that the session is sponsored by the Engineering Libraries Division. That way anyone who’s in the wrong room knows to slip out right up front. Indicate that there will be a period for questions at the end of the presentations. Also, mention the session sponsor (displayed on the template slide). At the end of your session (a good time is actually right before you start to take questions for your speakers), be sure to ask attendees to fill out their session evaluation forms (again mentioning the session number).
Also at the end of the session, if time, display the PowerPoint Template slide again and thank the sponsors.

Immediately after the session, thank your speakers for their participation and ask if you can help them with anything at that point.

**POSTER SESSION**

The general responsibilities for the poster session moderator are to be at the poster session early and to assist in any way you with the set-up of posters. It can’t hurt to bring a supply of extra pushpins, tape, etc. The question about maximum size for posters is bound to arise. Typically the posters are hung on 4’x8’ boards, so I would expect the maximum to be around that. The response from ASEE is …

Generally the dimensions of the tack boards for the posters are 40 inches by 88 inches.

The information on tack board size may end up being dependent upon the location, but this is the general size, which is regularly available.

You should also share information about the Best Poster Award ([http://depts.washington.edu/englib/eld/awards.php#poster](http://depts.washington.edu/englib/eld/awards.php#poster)) pointing out the criteria used for judging the best poster. Last year, the moderator also sent the following procedures used in judging to each poster presenter:

Each committee member has a rankings sheet for to fill in. Each committee member ranks the presentations best to worst. We get together & discuss the posters, and then report our scores. We take an average of the scores from all the presenters to discern what the top poster is. Theoretically, you could have a tie and we have had some pretty close scores. If it is really close, we talk through the issues that may be hang-ups for any of the committee members, and give each a chance to pitch reasons why someone thinks it is a winner. The winning poster is a consensus of the committee member’s evaluations.

**AFTER THE CONFERENCE: FOLLOW UP**

Check with the Program Chair as some prefer to send thank you letter to all presenters, others prefer that the moderators deal with this. Shortly after the conference, send your speakers a written letter thanking them for participating, preferably on university stationary. This is not only a nice gesture, but it can help out some of those people come merit salary or tenure time.

For guest speakers (again, none this year), in addition to thanking, remind them to send their receipts for lodging and airfare to the ELD secretary/treasurer, including the address to send receipts to.

**QUESTIONS, COMMENTS OR SUGGESTIONS?**


*Revised May 5, 2010*