



SESSION MODERATOR INSTRUCTIONS

In most cases, there will be co-moderators, in which case you should share the duties equitably. Keep the session under control and on time, but most importantly, keep the session stimulating and informative through your active participation.

With the help of the co-moderator if one is assigned, moderate the session as follows:

- a) Develop a very brief summary of the session to be presented as an introduction at the beginning of the session. The lineup of sessions posted at <http://2010eqconf.org/program/schedule-at-a-glance/>.
- b) Arrive at the session room at least 15 minutes before the scheduled start time to meet the speakers, get one-line bios, and address any last-minute issues.
- c) To begin, introduce the session content. Take no more than a minute.
- d) Before each presentation, introduce the speaker by name and affiliation, and state the title of the presentation. For panel sessions, introduce the panelists.
- e) Keep a strict time for each paper and discussion. The time for introduction and discussion should be kept to about 3 minutes for each paper. If a presentation of a paper extends longer than the allocated time for presentation, then the discussion should be deferred to end of the session, if time permits.
- d) Moderate the discussion. It helps to listen to each presentation carefully and jot down some questions you can ask, but ask them only if the audience does not volunteer questions and discussion.
- e) There may be posters on the same topic as the session you are moderating that will be presented later the same day or later in the week. Also, some sessions have follow-on oral sessions. Scan the Program-at-a-Glance to identify these and make a note of them. At the end of the session, make a brief announcement about associated poster sessions and follow-on oral sessions. It is very important to steer the audience to the posters where many key papers are being presented.
- f) Thank the presenters and the audience (assuming they have participated positively) and offer one final round of applause for all.

Keep the session flowing with quick transitions between speakers. All speakers have been notified to arrive early to load their presentations, and no swapping of computers during a session is allowed. If, despite this instruction, a laptop is swapped during a session, the time is to be deducted from the author's presentation time, including two minutes at the end to reattach the session computer. Due to the large number of papers, it is extremely important to keep **STRICTLY** the allocated time for each paper.

Each room will have appropriate audiovisual equipment. A volunteer (probably a graduate student) will be assigned to each session to assist with equipment operation, light dimming, etc. Volunteers will launch all presentations. They will also be available to run the presentation if an author prefers to delegate that function. Volunteers will also hold up bright-colored signs to alert speakers, first that they have 2 minutes left (yellow), and then to stop (red).