2024 AWRA, UCOWR, NIWR 60th ANNIVERSARY JOINT WATER RESOURCES CONFERENCE MODERATOR INSTRUCTIONS

▶ BEFORE THE SESSION

1. **At least 15 minutes before the session begins**, check audio-visual equipment (LCD projector, laptop, and microphone, if provided) and get acquainted with the presenters**.** The presenters may upload their presentation to the laptop before the session begins.
2. Report any problems with the audio-visual equipment immediately to staff at the Registration Desk.
3. **You must ensure that all presenters use the mic, ifprovided on the presenter table. This will guarantee** the presentation is accessible to all, particularly those with hearing differences. Your responsibilities include making sure the presenter is using the mic and if not, reminding them to do so. Making **sure that all attendees can hear the presentation is a priority**.
4. If a scheduled speaker is not present, do NOT skip to the next talk. Inform the audience that the next presentation will begin as scheduled in the program. This ensures that all who wish to attend a certain presentation will have the opportunity.
5. Remind the presenters to be conscientious of attendees' gender (perceived or otherwise) and to reference them by their first and/or last name(s). Refrain from using generic terms such as (boys, guys, girls, young ladies, etc.).
6. If a student presents during your session, hand out the student evaluations to the room when their presentation starts. Instruct the audience to return the evaluations after the session to the provided "confidential envelope."

▶ DURING THE SESSION

1. **Start the session on time.**
2. Remind attendees to turn off their cell phones. If a student is presenting, please announce to the audience the presenter is a student competing in the Student Paper Competition and to please fill out the form completely in order for them to be judged. Make sure you hand out copies of the evaluation.
3. Assess the time allocated based on the program:
   a. Full length (15 minute) talks: remind speakers that they have 13 minutes for the presentation, followed by 2 minutes of questions. Inform speakers that you will hold up cards with 5 and 1 minutes remaining to warn them when time is short.
   b. Lightning talks are 5 minutes in length. Inform speakers that you will hold up a 1-minute remaining warning. All questions should be held until all lightning talks have been given. Time for questions is allotted at the end.
   c. All other session types: refer to the conference program and hold up warning cards accordingly.
4. At the beginning of the session, introduce yourself by giving your name and organization. Identify the title and number of the session and any presenters who have canceled.
5. Keep presenter introductions brief - name of presenter(s), organization(s), and presentation title.
6. Make sure each presenter can be heard, and their visual aids are in focus.
7. Keep presenters on time. Moderators should alert speakers with a sign when there are five minutes left to speak and then when there is one minute left. There will be signs in each room.

▶ **AT THE END OF THE SESSION**

1. Thank everyone for attending and remind them of the next scheduled event.
2. Make sure the presenters collect their materials. Return lost items to the registration desk.
3. Leave the laptop and projector turned on.
4. Let the staff at the registration desk know if any presenter did not show up.

▶ **UNEXPECTED CHALLENGES**

1. Know where the emergency exits are located! Try to keep everyone calm. If ordered to evacuate the room, end the session immediately and follow directions.
2. If an attendee falls ill and requires assistance, halt the presentation, and notify the AWRA staff at the registration desk immediately.
3. If the LCD projector/laptop fails, send someone to the registration desk.
4. If the questions/answers turn belligerent, personal, or unprofessional, end the question-and-answer period and go on to the next presentation.