Guidelines for Moderators

Thank you for agreeing to moderate a session at the 2007 National Surface Water Conference and Hydroacoustics Workshop, April 2-6, 2007 in St. Louis, Missouri. The success of the conference will not only be determined by the quality of presentations, but also by our management of the technical sessions (ie. moderation). Since there are many concurrent sessions (sometimes as many as seven), it is imperative that we **begin** and **end** each presentation within in its allotted time. For the National SW conference, we have allotted 20 minutes for each presentation and for the Hydroacoustics Workshop we have allotted approximately 30 minutes for each presentation. In order to allow time for introductions and changing speakers, etc., we recommend that you ask each presenter reserve 5 minutes for questions. Therefore presentations for the **National SW Conference** should be **no more than 15 minutes long** and presentations for the **Hydroacoustics Workshop** should be **no more than 25 minutes long**.

We have identified the following duties for each moderator.

Pre-Workshop Duties

1. Contact the speakers in your session by phone or e-mail. Phone numbers and email addresses for presenters are available at the conference pages for abstract submission. See http://simon.er.usgs.gov/cgi-bin/rgs/index.cgi?register=1&to=view&session=100
2. Provide your speakers with your contact information (email, cell phone, etc.) so they may contact you with any questions prior to the conference.
3. Emphasize the need for speakers to plan their remarks so that they are completed in the allotted time (15 minutes for the National SW Conference and 25 minutes for the Hydroacoustics Workshop).
4. Request a brief bio from the presenter for use in their introduction
5. In order to make your job more manageable, you may choose to select a co-moderator for your session to help with doors, foot traffic, lights, speaker handouts, and other contingencies as needed. Select someone that you are certain will be at the technical session.

Duties at the Workshop

Attend Presenter / Moderator Meeting

1. Every morning for the workshop, there will be a presenter/moderator meeting held in the presenter preparation room (Shaw Room) from 7:00-7:40 am. Attend this meeting on the day of the session you will be moderating.
2. During this meeting, you should review with the presenters the location of the room for your session and the 'ground rules'.
3. Last minute changes to presentations may be made at this time.
4. Presenters must have their presentations loaded on the technical session laptop no later than the morning of the session.

Prepare for Your Session

1. Go to the room where your session is to be held before it begins and check out the A/V equipment to make sure it is working properly.
2. Assist the presenter(s), as needed, with loading their presentation.

Moderating Your Session

1. Start the session on time!
2. Introduce yourself / welcome the audience. Announce the session topic for this session. Announce any last minute changes (if needed).
3. Inform the audience that it is OK to exit if they wish to attend another session.
4. Remind speakers to observe time limits.
5. Introduce the presenter(s) using his/her brief bio (name, affiliation (USGS WSC or other agency, title, etc.).

   The co-moderator (if you have one) should close all doors and dim the lights after the session begins. The co-moderator can distribute handouts, if any.
6. Start the session timer (see below for details on the session timers)
7. After the conclusion of each presentation (and the applause), thank the presenter(s) and present them with the speaker gift on behalf of the Office of Surface Water.

   Automated Session Timers: ***Automated technical session timers will be provided for each technical session. Use the timers provided to inform speakers of time remaining in their presentations. The timer will be green initially, turn yellow when only 5 minutes remain, and turn red when time is up. If the speaker has not completed his talk when the timer turns red, interrupt him to ask that he close his presentation with a final sentence. In fairness to the following speakers and to the audience, do not allow a speaker to use more than their allotted time. If you have a situation where someone does not use all their allotted time, be prepared to ask/entertain questions.***

Closing Your Session

1. After acknowledging the last presenter in your session, inform audience of break, lunch, or conference sponsored activities that evening following your session.
2. If your session is followed by a break or lunch inform audience when the next session will begin.
3. You may choose to provide a short summary of what was presented, if you deem it useful.
4. Remind the audience of exhibitors and poster sessions in the Grand Ballroom.

Questions about Speaker/Moderator Arrangements?

If you have questions about speakers or moderators for the National SW Conference, contact Phil Turnipseed (**pturnip@usgs.gov**) or John Costa (**jecosta@usgs.gov**). Questions about speakers and/or moderators for the Hydroacoustics Workshop can be addressed Kevin Oberg (**kaoberg@usgs.gov**) or David Mueller (**dmueller@usgs.gov**).