

Session Moderator Guide

Joint ICAFS & ICTWS 2017 Chapter Meeting

Questions? Contact anna.owsiak@idfg.idaho.gov (ICTWS) or hneville@tu.org (ICAFS)

Thank you for agreeing to moderate a session at our upcoming joint meeting of the Idaho Chapters of the American Fisheries Society and The Wildlife Society in Boise. As a moderator, your job is to ensure the session is carried out in a professional, timely manner.

We will be running concurrent sessions at this meeting and it is vital talks begin and end on time as indicated in the program.

Please review these instructions carefully to make sure you know everything you need to do.

A week prior to the session...

1. Contact each speaker in your session and do the following:
 - A. Introduce yourself as the session moderator
 - B. Make sure they know the date and time their paper is scheduled
 - C. Obtain a brief biographical summary from each speaker for use when you introduce them
 - D. Answer any questions they have
 - E. Offer your support and assistance. Please pay particular attention to students and others who may be new at presenting at professional meetings.

A few hours before the session...

1. Contact the AV Coordinator (Kristi.stevenson@idfg.idaho.gov) at the Media Center table to ensure that all presentations for your session are loaded on the computer and working properly.
2. Review the operation of the microphone including proper placement, projector remote, laser pointer, room lights, and time light with the AV Facilitator – either Liz Mamer or Pam Bond.

The break before the session (or another time of your convenience)...

1. Meet with each presenter and do the following:
 - F. Review the operation of the microphone. If the microphone is a lapel microphone review how to put it on and proper placement. Give each presenter an opportunity use the microphone to do a “sound check” so they can become familiar with the sound system.
 - G. Review the operation of the laptop, the projector remote if there is one, and laser pointer
 - H. Review the room lighting timing
 - a. Lights start at ‘full up’ during your introduction of the speaker
 - b. Are dimmed for 15 minutes during the talk
 - c. Are brought to “half light’ at 16 minutes as a cue
 - d. Are brought to ‘full up’ at 18 minutes to cue, handle questions and transition to next speaker.
 - e. Special lighting considerations can be made upon speaker request
 - I. Answer any questions they have

- J. Offer your support and assistance. Please pay particular attention to students and others who may be new at presenting at professional meetings.
2. Coordinate with the person running the lights and relay any special lighting requests to them

During the session...

1. Ensure that the session begins and ends on time (see Program and Abstracts for start times)
2. You are responsible for starting the session. Begin by introducing yourself and the session topic. You have been allotted ten minutes for announcements and the session introduction. You do not have to fill the entire ten minutes. You can adjust when you start the session based on the number of announcements and the length of the session introduction. However, you must start the first at the scheduled time.
3. Introduce each speaker. You have been allotted one minute per speaker for the introduction. At a minimum please include the presenter's name, affiliation, a short biographical summary, and the title of the talk.
4. Ensure that the lighting is adjusted as appropriate
5. Ensure the speaker stays within the allotted time. Staying within the specific times is essential, particularly during the concurrent sessions. Each talk has been allotted 20 minutes. This includes 1 minute for you to introduce the speaker, 15 minutes for the talk, and 4 minutes for questions and answers. Although not encouraged, the presenter may choose to use the entire time for their presentation and forgo the question and answer portion of their talk. However, they can not go over 20 minutes!!! There will be a lighted timer to help the speakers know the time limits. If a speaker goes past 20 minutes you need to stop them. You can do this by getting up and standing to the side of the podium. This (and the red light on the timer) will be a cue to the speaker they are past time. If they have not finished within one minute of you standing up interrupt them by saying something like "we are going to have to stop there". Be kind but firm on the 20 minute limit. The speakers will be getting very clear direction on this as well.
6. At the conclusion of each talk, open the session for questions and answers assuming there is still time remaining in the 20 minute slot. Please make sure that speakers are allowed to take questions if there is time within their 20 minute slot. In other words, please do not limit the question and answer portion of the talk if the speaker is still within their 20 minute time limit even if the session is running behind. The speaker will be allowed to select the persons who ask the questions. Conclude by thanking the speaker.

At the end of the session...

1. Thank all of the speakers and those in attendance
2. Make any announcements that have been given you from the EXCOM