

# INSTRUCTIONS FOR TECHNICAL SESSION MODERATORS

## The 2018 Clearwater Clean Energy Conference

### **Your Goal: Keep Your Session on Time!**

**Keeping strictly to the schedule is critical to the success of the conference.**

**Each paper is allotted exactly 20 minutes. The yellow light comes on at 15 minutes; this gives you 2 minutes to conclude and 1 minute for the transition to the next speaker. Your 20 minutes includes the introduction of the paper and the Questions & Answers.**

If a speaker uses all of his approximately 20 minutes for the presentation then there will be no questions. **However, they may not go into the next speaker's time.** We appreciate that it is difficult to cut off a speaker, but one of the most prevalent complaints that we get from the attendees is that we don't adhere to the schedule. This is because speakers go over their time. We ask that you do your best to cut off a speaker when his time is up.

**In this regard, we are using light timers. This has worked very well. The yellow light comes on at 15 minutes; this gives the speaker 2 minutes to conclude and 1 minute for the transition to the**

**next speaker. You must adhere to this to keep to the schedule.**

We've asked the speakers to make themselves available to the attendees at the end of the session in the hallway outside of the session or in the Exhibit Center or at lunch. Each speaker will let the audience know where he will be. A number of sessions have openings at the end of the session, please feel free to use this time for questions and/or discussion.

**You must interrupt a speaker who goes over his allotted time.** We ask that you start your session on time and keep track of the time of the speakers. The Program lists the exact start time of each paper.

Keeping your session on time is critical to the success of the conference. We've scheduled five concurrent sessions across the board. Most of our attendees move from session to session to hear specific papers. They are unable to do this if the schedule isn't adhered to.

The speakers are aware of the amount of time that they have; and we appreciate how difficult it may be at times to stop a speaker who just keeps going. We ask that you do your best in a difficult situation. If you would like to have a Conference Committee in the room to help you, just let me know.

In addition, it has come to our attention that some attendees are photographing the visuals that are on the screens during the sessions. **This is prohibited.** We will have

another visual about Unauthorized Photography playing in the sessions as well. Visual material is available in the Proceedings, and we owe it to our speakers to protect their materials if they don't want them copied and photographed. In addition, attendees may not use "thumb drives" to copy material from the conference computers. **Any attendee violating this rule will have the material deleted from the device used and be asked to leave the conference, forfeiting their registration fee.**

**No Cell Phone Use:** Those with cell phones must either put them on vibrate or turn them off during the sessions. No phone calls can be taken or made during the session. This is annoying and distracting for the speakers and attendees. And you may not use your cell phone to take pictures in the session rooms. And attendees must **Turn Off Audio Reminders on Computers in Use in Sessions.**

**Discussion Forum** – A number of sessions don't have all papers; this gives us the opportunity for Discussion Forums where questions may be asked; or you may introduce a topic that is of interest.

**Speakers' Introductions** – To save time, we don't use long formal introductions of the speakers. The title of the paper and the speaker's affiliation is sufficient.

We will have some announcements for you to make at the start of your session. These will be on the podium.

**DO NOT DEVIATE FROM THE PROGRAM** – Unless the speaker has arranged a change with me (and I would inform you), **you cannot move a paper** at the start of a session at the request of a speaker. This inconveniences all of the attendees and

cannot be done. There is a specific order to the sessions and other considerations have been taken into account that you may not be aware of.

**Speakers' Seating** – Rather than sit on the dais, we've found that it is more convenient for speakers to sit in the front row while a presentation is being made. This gives them the opportunity to see the screen.

## TECHNICAL SESSION ROOMS SETUP

Each session room will be equipped with the following standard equipment:

- Lavelier microphone
- Laser pointers
- Laptop computer
- Podium
- Screen
- LCD projector
- Light timers

There is a lavelier mic on the podium which you should help the speaker secure to his lapel. Encourage the speaker to wear this because when they speak and turn to the screen it makes it so much easier for the audience to hear everything. In addition, there is also a laser pointer on the podium.

There will be an AV technician in all of the session rooms. If any problems arise, just get in touch with the technician or come to the Conference Desk immediately.

Speakers check in at the Speakers' Desk so their materials will be in the room at the time of their presentations.



**On Monday morning, June 4th, at 8:30 a.m.,** we will have a meeting with all Technical Session Moderators to go over all of the details of your duties. It is most important that you attend this meeting. For those of you who have moderated in the past, it is important for you to be there because we've modified some of our rules and additions that will help you stay on time.

**Your Goal: Keep Your Session on Time!**

**Keeping strictly to the schedule is critical to the success of the conference.**

**Each paper is allotted exactly 20 minutes – however, this includes**

**the introduction of the paper and the Questions & Answers.**

If a speaker uses all of his approximately 20 minutes for the presentation then there will be no questions. **However, they may not go into the next speaker's time.** We appreciate that it is difficult to cut off a speaker, but one of the most prevalent complaints that we get from the attendees is that we don't adhere to the schedule. This is because speakers go over their time. We ask that you do your best to cut off a speaker when his time is up.

In this regard, we are using light timers. This has worked very well.

We've asked the speakers to make themselves available to the attendees at the end of the session

in the hallway outside of the session or in the Exhibit Center. Each speaker will let the audience know where he will be. A number of sessions have openings at the end of the session, please feel free to use this time for questions and/or discussion.

**You must interrupt a speaker who goes over his allotted time.** We ask that you start your session on time and keep track of the time of the speakers. The Program lists the exact start time of each paper.

Keeping your session on time is critical to the success of the conference. We've scheduled five concurrent sessions across the board. Most of our attendees move from session to session to hear specific papers. They are unable to

do this if the schedule isn't adhered to.

The speakers are aware of the amount of time that they have; and we appreciate how difficult it may be at times to stop a speaker who just keeps going. We ask that you do your best in a difficult situation.

In addition, it has come to our attention that some attendees are photographing the visuals that are on the screens during the sessions. **This is prohibited.** We will have another visual about Unauthorized Photography playing in the sessions as well. Visual material is available in the Proceedings, and we owe it to our speakers to protect their materials if they don't want them copied and photographed. In addition, attendees may not use "thumb

drives” to copy material from the conference computers. **Any attendee violating this rule will have the material deleted from the device used and be asked to leave the conference, forfeiting their registration fee.**

**No Cell Phone Use:** Those with cell phones must either put them on vibrate or turn them off during the sessions. No phone calls can be taken or made during the session. This is annoying and distracting for the speakers and attendees. And you may not use your cell phone to take pictures in the session rooms.

And attendees must **Turn Off Audio Reminders on Computers in Use in Sessions.**

**Discussion Forum** – A number of sessions don’t have all papers; this gives us the opportunity for

Discussion Forums where questions may be asked; or you may introduce a topic that is of interest.

**Speakers’ Introductions** – To save time, we don’t use long formal introductions of the speakers. The title of the paper and the speaker’s affiliation is sufficient.

We will have some announcements for you to make at the start of your session. These will be on the podium.

**DO NOT DEVIATE FROM THE PROGRAM** – Unless the speaker has arranged a change with me (and I would inform you), **you cannot move a paper** at the start of a session at the request of a speaker. This inconveniences all of the attendees and cannot be done.

There is a specific order to the sessions and other considerations have been taken into account that you may not be aware of.

**Speakers' Seating** – Rather than sit on the dais, we've found that it is more convenient for speakers to sit in the front row while a presentation is being made. This gives them the opportunity to see the screen.

## **TECHNICAL SESSION ROOMS SETUP**

Each session room will be equipped with the following standard equipment:

- Lavelier microphone
- Laser pointers
- Laptop computer
- Podium
- Screen
- LCD projector
- Light timers

Additional equipment may be ordered at the speaker's expense (TV/VCR); or you may bring your own equipment with you.

There is a lavelier mic on the podium which you should help the speaker secure to his lapel. Encourage the speaker to wear this because when they speak and turn to the screen it makes it so much easier for the audience to hear everything. In addition, there is also a laser pointer on the podium.

There will be an AV technician in all of the session rooms. If any problems arise, just get in touch with the technician or come to the Conference Desk immediately.

Speakers check in at the Speakers' Desk so their materials will be in the

room at the time of their presentations.