▶ BEFORE THE SESSION

1. **At least 20 minutes before the session begins**, check audio-visual equipment (LCD projector, laptop, and microphone) 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 AWRA staff.
3. A limited number of laser pointers are available at the AWRA Registration Desk and will be distributed on a first-come, first-serve basis.

▶ DURING THE SESSION

1. Start the session on time.
2. Assess the time allocated based on the number of presenters (usually 20 minutes each including questions). Possible exceptions:
   a. Panel session – the moderator is usually the person who established the panel and is familiar with the time allotments for each panel presenter.
   b. Five presenters – a situation we try to avoid but sometimes is not possible. In this case they still each have 20 minutes and the session will run into the break time.
3. 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 cancelled.
4. Remind session attendees that questions should be asked at the end of each presentation, if time allows.
5. Remind attendees to turn off their cell phones.
6. Keep presenter introductions brief - name of presenter(s), organization(s), and presentation title. It is the responsibility of the presenter(s) to give their own biographical information.
7. Make sure each presenter can be heard and their visual aids are in focus.
8. 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. If you borrowed a laser pen, return it to the registration desk.
5. Let the AWRA 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.