



## ▶ BEFORE THE SESSION

**At least 20 minutes before the session begins**, check audio-visual aids, get acquainted with speakers, and give any special instructions. There will be a laptop and LCD projector available for speakers to use. The speakers can come in before the session and upload their presentation to the laptop.

Please report any problems with the LCD projector/laptop immediately to the AWRA staff at the Registration Desk; a hotel staff person will be called to deal with the problem.

A limited number of laser pointers are available at the AWRA Registration Desk and will be distributed on a first-come, first-served basis. A credit card from the borrower will be held until the item is returned.

## ▶ DURING THE SESSION

Start the session on time. Each session is scheduled to be 90 minutes in length. Assess the time allocated based on the presenters (usually 20 minutes each). One exception would be a panel session and the Moderator is usually the person who established the panel and is familiar with the time allotments for each panel participant. Another would be when there are 5 speakers in the session, a situation that we try to avoid but sometimes have to allow. In this case they still each have 20 minutes and the session will run into the break time.

1. 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.
2. Remind session attendees that questions may be asked at the end of each paper if there is time, and others can be held for discussion at the end of the session if time allows.
3. Remind attendees to turn off cell phones.
4. Introduction of speakers: Keep introductions brief - name of presenter(s), organization(s), and paper title. We do not ask for bios from the presenters, so you are not responsible for this information. It is the responsibility of the presenters to give their own biographical information.
5. Keep speakers on time: This permits conference attendees who are moving between concurrent sessions the opportunity to hear specific speakers.
6. Watch to see that speakers can be heard, and their visual aids are in focus.
7. Moderators should alert speakers with a sign when there are 5 minutes left to speak; then signal speakers that ONE (1) minute is left. There will be signs available in each room.
8. Time to be allowed is 20 minutes per paper – this includes time for questions. If a speaker does not show up, allow time for discussion of earlier papers or take a break – do not move on to next paper.
9. If time permits, at the end of your session invite the speakers forward for general discussion of their papers.

## ▶ 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. Sign any continuing education forms that attendees bring to you.
5. If you borrowed a laser pen, return it to the registration desk.
6. Let the AWRA staff at the registration desk know if any presenter did not show up. They need to keep track of this.

## ▶ UNEXPECTED CHALLENGES

1. Worst-case Scenario. 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 seems to require assistance, halt the presentation and send someone to notify the AWRA staff at the registration desk immediately.
3. If the LCD fails, send someone to the registration desk. AWRA staff will contact hotel services, which is responsible for the LCD.
4. It almost never happens, but if the questions or answers turn belligerent, personal, or unprofessional, end the question-and-answer period and go on to the next presentation.