

List of Duties for Moderators

- Pick up the speaker gifts at the desk across from the conference registration table.
- Arrive at the session a few minutes early so you can meet the presenter.
- Discuss the timing requirements:
 - 5 minutes to set up
 - 35 minutes for presentation
 - 10 minutes for questions and answers
 - 5 minutes for take down/clear out
- Assist speaker in setting up. A data projector will be in the presentation room.
- Put out attendance rosters at the beginning of each session and take them up at the end of each session. Please sign your name at the bottom of each form as the session moderator. These rosters are the official registration documents for Professional Development Hours (PDH) and Continuing Education Hours (CEH) for professional engineers and wastewater operators. Ask each participant to sign the roster if they are attending for these credits. Otherwise, we do not need to know if they attended. Return attendance rosters to the Registration Desk.
- Introduce the speaker. You do not have to make a big production of the introduction.
- Keep up with the time. **YOU ARE IN CHARGE.** Keep the speaker(s) on track and interrupt when necessary. Inform the speaker that they must adhere to the schedule. Consider signals, such as standing up or a motion with your hand, to alert the speaker that he/she has only five (5) minutes left. If the speaker does not end the presentation within the five (5) minutes, interrupt and advise the session has ended.
- Give the speaker the complimentary gift as a thank you for presenting. Don't take too much time thanking the speaker nor make a big production out of it. Several speakers may be presenting more than one paper and will receive only one speaker gift. You will be advised which speakers are not to receive gifts.

Someone will be available at the Registration Desk to assist you with the speaker's gifts, late-arriving bio-sketches, and to answer any questions you may have.

Duties Include:

- Announcing the presentation
- Reading a brief bio on the speaker (provided by Tim Patton)
- Presenting a gift to the speaker
- Reminding session attendees to sign in and collecting the sign-in sheets
- Keeping the presentation within the time frame
- Preparing the room for the next presentation
- Returning sign-in sheets to registration desk