

## 2019 KY/TN WATER PROFESSIONALS CONFERENCE

### TECHNICAL SESSION MODERATOR & ROOM MONITOR RESPONSIBILITIES

- There is a session moderator and a room monitor assigned to serve during each session to make sure that the conference runs on time and to track technical session attendance.
- Both volunteers are asked to arrive **at least 30 minutes before** the beginning of the assigned session and sign-in with Technical Program Staff in the Speaker Ready Room (located in KICC Room M115).
- At that time, you will be given a folder that contains the following for your session block:
  - Moderator & Monitor Guidelines
  - Barcode Scanner Instructions
  - For Monitor: Technical Session Summary Sheet(s)
  - For Moderator: Technical Session Speaker Bios
  - Sign-in Sheets (To be used ONLY in case of emergency/scanner failure)
- Before entering your session room, each volunteer should verify that the correct sign with the program information is on display outside the door. If not, notify the Technical Committee Staff in the Speaker Ready Room immediately.
- If you experience any problems (audio/visual, lighting, incorrect session sign, etc.), you should immediately notify the Technical Committee Staff in the Speaker Ready Room or go to the registration area. Tell the staff your room name and give a brief description of the problem. The staff will call for assistance. Return to your session room immediately, and a staff member or conference center employee will arrive within minutes. Please do not attempt to fix any equipment yourself.
- All speakers have also been asked to check in at least 30 minutes prior to the start of the session. You will be notified of any absent or canceled speakers and information on the replacement. Instruct the speakers where they may sit, preferably in the front row of the room. Check to make sure that you have the appropriate introduction for each speaker. In case of a speaker change, please ask the new speaker to provide a copy of his/her biography.

### Barcode scanners will be used for CEU/PDH Tracking

- Both volunteers need to be familiar with barcode scanner operation (see enclosed instructions). If you have any questions, please contact the Speaker Ready Room staff. Attendee name badges will be scanned at the end of each presentation as attendees are leaving (or returning to their seats) to record Continuing Education Credit hours.
- Scanner will be dropped off to you in the room at least 15 minutes prior to each technical session block.
- **Scanners** will be picked up from you in the room at the end of each technical session block. At least one volunteer (moderator or monitor) must remain in the presentation room until the scanners have been collected by Technical Committee Staff or handed off to the incoming monitor during a 15-minute break. Return **WPC19 Technical Session Summary sheets** to the Speaker Ready Room.

### SESSION MODERATOR RESPONSIBILITIES

- You are responsible for making sure the conference runs on time. Start the session on time and keep strictly to the schedule so that conference attendees can attend the topics of their choice.
- Check with each speaker to verify his/her identity and that the required audio/visual equipment is present and operational.

## **SESSION MODERATOR RESPONSIBILITIES (continued)**

- Verify the operation of the speaker's microphone (if used) before each session.
- Do not allow a speaker to start early or go over the time allowed. Presentations should last 20 to 22 minutes to allow five minutes for questions and a couple of minutes for attendees to be scanned and to enter or leave the room.
- The room will be equipped with a dual-sided timer sign. Before the presentations begin, verify that your room has a sign. Use these to discreetly signal the presenter on how much time is remaining. Display the "5 Minutes" side 10 minutes before the scheduled session end time. Display the "1 Minute" side 6 minutes before the scheduled session end time. **You should interrupt a speaker if they have not ended their presentation after 25 minutes (in a 30-minute presentation) to get them to wrap up immediately.** In this case, questions can be taken after or during one of the breaks or social activities.
- **Before the session begins, make the following announcements:**
  - Welcome to "Title of Session"
  - I am \_\_\_\_\_, and I will be moderating this session. (note your position in AWWA or WEA, if any)
  - Please silence your cell phones. If you must take a call, please do not answer until you can leave the room.
  - Your name badge will need to be scanned at the end of each presentation by the Room Monitor, located at the back of the room, to track and receive continuing education credits. You must be present for the entire session.
  - Don't forget to visit the Exhibit Hall.
  - **TUESDAY MORNING SESSIONS ONLY:** Please stop by and talk to the student poster presenters.
  - The mobile app has a rating and feedback option. Please take a moment to rate the session.
  - Introduce each speaker using the introduction you were provided before the session.

## **ROOM MONITOR RESPONSIBILITIES**

- Learn the location of the light switches and the method of operation, so that the lighting can be dimmed for showing audio visuals. Do not turn off all of the lighting during presentations because the attendees will be taking notes.
- Familiarize yourself with the audio-visual equipment. If there is a problem with any of the equipment, notify the Technical Committee Staff in the Speaker Ready Room immediately.
- The speakers may be providing handout materials. Place all handouts on a table or chair in the back of the room. The attendees will be instructed to pick up handouts at the end of the session.
- The Room Monitor should be stationed at the door before the session begins. Greet the people entering the session room and check the name badges of attendees to make sure that they are registered for the conference. Name badges with barcode are required to receive continuing education credit. Ask session attendees to fill seats in the front of the room first to accommodate as many people as possible.
- Once the session begins, make sure the doors are closed. The room monitor should be prepared to verify late arriving attendee badges.
- **Scan attendee badges at the end of each PRESENTATION as attendees are leaving (or returning to their seats for the next session) to record the Continuing Education Credit hours. Please see the attached instructions on how to use the scanners. Don't forget to scan yourself and the speakers!**
- **Return your session summaries to the speaker Ready Room and report any scanning issues.**