MODERATOR’S MANUAL

For Technical Programs

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Thank you for serving as a moderator!
This package is designed to help you identify your roles and responsibilities.

Please Announce Prior to each Presentation:
For New York only: Speaker Evaluations are now REQUIRED for each presentation from you BEFORE the PDH Certificate can be issued. Evaluations can be completed either on a computer/notepad or on a mobile phone. To complete the evaluation, go to the link listed on the PDH form. The Speaker Evaluation Survey Link is listed at the bottom of each presentation description.

Introduction
Two moderators are assigned for each conference session, the lead moderator is the first person listed in the program, and will introduce speakers, while the other tracks in-out contact hours for PDHs for engineers, wastewater and water credits (NY only) for operators. Moderators provide overall guidance to the speakers and facilitate the logistics on site (i.e., format, timing, audio/visual equipment and other basic operating information).

Speaker Information
a. Audio/visual (AV) equipment is provided including an LCD projector and screen. Some laser pointers are available at the registration desk, however, if the speaker would like to use one they are encouraged to bring their own. Remote control “clickers” are not available; the speaker should coordinate bringing one if necessary.

b. The presentation length is normally 20 minutes with an additional 10 minutes of question and answers. At 15 minutes, the lead moderator should give the speaker the “5” minute hands-up signal. If needed, 1 minute and Time’s Up flyers should be used (see attached).

c. Most biographical information is listed in the abstract to prepare the speaker bios. The biographical information will be used to introduce each speaker before his/her presentation. Introductions should not be too lengthy, and should be limited to approximately 30-40 seconds.

1. AHEAD OF THE CONFERENCE

A. Email or call your speakers to confirm their participation. (Please contact the Program Chair or NEWEA/NYWEA Office with any questions):
   • Ask if they have any special AV requirements
   • Provide them with the Speaker Packet

B. Speakers and moderators are responsible for registering for the conference. Speakers may take a $30 discount on the registration fee. Registration forms can be found with the Preliminary Program at the NEWEA and NYWEA websites. Please refer any questions about registration to the Program Chair and/or NEWEA/NYWEA Office.
C. Notify the Program Chairs and NEWEA/NYWEA Office immediately of any changes to your session so that the Preliminary and Final Program can be updated.

D. Notify the Program Chair and NEWEA/NYWEA Office of any special AV/room setup requirements.

E. Please arrange with your speakers how they will provide the presentations to you (send/email ahead of time, provide at the Speaker Breakfast or ahead of the session).

F. Plan to bring a laptop computer for use during your session and/or coordinate with the speakers before the conference. LCD projectors will be provided. Notify the Program Chair and NEWEA/NYWEA Office if you are in need of a laptop.

2. Day of Session

Please pick up the moderator packet, which includes stamps, forms, etc. PDH Evaluations that are used to track contact hours are also available at the registration desk.

Before presentations begin, the moderators will check the room set up and be sure that they understand how to operate all equipment and lighting. The AV equipment should be checked to determine that the proper type of equipment is present and that it is in working condition. Other equipment to be checked includes the computer projection screen and microphone.

NOTE: NEWEA/NYWEA staff Helen Gordon & Maureen Kozol and Hotel Personnel will also be able to help on site with these logistics.

The moderators will greet each speaker in advance as he/she arrives. All presentations will need to be loaded onto the laptops that will be used the day of the presentation. The moderators are to coordinate this effort, whether the speakers use their laptops or the moderator or a combination during the session. Try to use one computer for the hour long half of the session to reduce transition time between speakers. Encourage the speakers to have the presentations saved multiple ways in case of a technological malfunction. Please inform speakers of the timing and order of presentation and any breaks that have been scheduled.

If computers and computer projection equipment will be used, please help the speaker(s) set up their equipment before the session begins. Please verify that their equipment works properly before the session presentations begin.

3. During the Session

At the beginning of the session, the moderator will:

a. Warmly welcome the group! Introduce yourself (include company name).

b. Introduce the co-moderator (include company). Please inform attendees to turn off cell phones.
c. Explain to attendees in the room that if they are looking for contact hours, they should pick up sheets from co-moderator. Sheets will be available for Water (NY only), Wastewater & Professional Engineer PDH’s.

d. Announce when breaks will be held. On Monday and Tuesday, they will be held in the exhibit area.

e. Remind the audience of the upcoming Annual NEWEA and NYWEA Conferences. The abstract deadline for the NEWEA Conference is July 15th and the deadline for the NYWEA Conference is July 31st.

f. Introduce speakers – Include name, title, company and educational background. Introductions should be brief (not more than 30 to 40 seconds long).

The moderator will regulate the pace of the session. Please make sure the session starts promptly at the scheduled time as a courtesy to the speakers and to allow coordination with other sessions. If a presentation begins to carry over beyond the scheduled time, the moderator tactfully gains the speaker’s attention and signals the speaker to wrap up. This may include walking from the back to the front of the room. Occasionally, the moderator may have to actually interrupt a presentation to preserve time for the remaining speakers or the next session. Let the speaker know you'll give a “5” minute signal.

The moderator provides a smooth transition from the speech portion to the discussion portion of each speaker’s presentation. The discussion portion normally is limited to approximately 10 minutes at the moderator’s discretion. The moderator should solicit questions from the audience at the end of the speaker’s presentation. The moderator should ask each person asking a question to identify themselves, and should repeat the question if necessary so that it can be heard by all. The moderators should be prepared to ask a question if no one in the audience asks questions.

The co-moderator should:

   a. Operate the lights; check on the temperature of the room.
   b. Assist in operation of the presentation if needed.
   c. Help time the presentations.
   d. If necessary, help begin the discussion time with a question.
   e. Record attendance for each presentation.
   f. Stamp each sheet as requested for Water (NY only), Wastewater and Engineering credit as needed. After 5 minutes into the presentation, contact hours cannot be issued for PDHs and engineers need to make sure they get stamped “in and out” – Water (NY only), and Wastewater operators only get stamped at the end.
   g. Collect any feedback on the session and fill out evaluation form for each speaker (NY only), and hand into NEWEA/NYWEA Executive Offices for filing.

Computer presentations often take several minutes to set up and get started. The co-moderator should prompt the next speaker to be ready to start their presentation as soon as the question and answer period ends.
4. At the End of the Session

The moderators should:

a. Thank all speakers.

b. Prepare and turn in the session evaluation forms to the Registration Desk.

c. Collect and remove any leftover handouts.

d. Collect and return any NEWEA/NYWEA equipment such as laser pointers.

e. NEWEA encourages speakers to submit papers on their presentations to the NEWEA Journal.

5. After the Session

There are four awards that the NYWEA program committee awards subcommittee facilitates nominations for. They are as follows:

1) Kenneth Allen Memorial Award – For a paper describing work of a research or engineering nature

2) Linn Enslow Memorial Award – Awarded for an outstanding paper presented at the NYWEA Annual Meeting or published in a professionally recognized technical journal by a person or persons not members of NYWEA.

3) Charles Agar Memorial Award – Given to a member for a paper concerning wastewater management, which is not of a research and engineering nature, but rather deals with public education or general water quality programs and activities.

4) Lewis Van Carpenter Memorial Award – Awarded to eligible operator members for a paper describing work in the field of wastewater treatment.

Please consider nominating a presentation for one of these awards. Two nominations are needed for the presentation to be considered by the subcommittee. There is a nomination form that will be included at the end of this manual.

Many thanks to you for your assistance moderating!

We appreciate your help!

Helen Gordon, NEWEA Program Committee Chair (Cell: 781-856-2611)

Amy Anderson, NEWEA Program Vice Chair (Cell: 401-225-5201)

Lauren Livermore, NYWEA Program Committee Chair (Cell: 315-447-1127)

Jeff Butler, NYWEA Program Committee Vice Chair (Cell: 516-448-5610)
1 Minute
Time’s Up!