ASSOCIATION OF ENVIRONMENTAL & ENGINEERING GEOLOGISTS
Connecting Professionals, Practice and the Public

Annual Meeting Moderators
Help us stay on Schedule!

Prepared by:

Meetings Advisory Committee

(Revised 2025)

AEG 2025
Chicago
Windy City Geology

Thank YOU!

- Thank you for moderating a session at AEG's Annual Meeting

- Our meetings are well attended thanks to our fantastic presentations!

Presenters have been informed:

- Abstracts are accepted and presenters notified in ~**June** prior to the Annual Meeting

- Presenters & Moderators need to make travel plans & <u>register</u> for the meeting

- Attend the complimentary "Speaker & Moderator Breakfast" for the day you are presenting / moderating (6:30-7:30am)

Presentation Nuts & Bolts

- Powerpoint in 16:9 format (widescreen)

- We use hotel-owned PC laptops – cannot allow presenter computer

- Presentation on USB:

  - can be loaded during the Speakers / Moderators Breakfast

  - Email heather@aegweb.org for DropBox access

  - Do not allow loading on computer right before presenter is scheduled to speak (this causes delays)

  - Speaker can be bumped if non-compliant

Moderator Duties / Responsibilities

- Contact all speakers by late August / early September
  - Confirm no cancellations

- You will be assisted by student volunteer during Technical Session
  - Student volunteer _may_ transition presentations, check with them. If not, they'll run the timer.

- You are responsible for keeping session on time
  - Use your phone clock for universal time

- You have the authority to cut off presenter if they exceed their time!

Presentation Timing

- Presentation has a strict "20 minute" time limit

- Intended to include:
  - Transition to load the presentation & moderator to do a brief introduction (1 minute)
  - **Presentation (15 minutes) – so really no more than 16-17 slides**
  - Question / Answer period (2-3 minutes)
  - Transition to exit podium (1 minute)
  - **Student or Moderator will load presentations on computer, check with your room's volunteer**

Pronoun badge stickers

- Everyone is encouraged to self-identify pronouns through a badge sticker so we don't have to guess

- Moderator should ensure they're using the proper pronoun for all presenters & pronounce names properly (unsure? Ask!)

Past Problems

- Sessions going off-schedule
  - Attendees like to move around & see presentations in different rooms throughout a session

- Presenters going way over their allotted time
  - Even 2-3 minutes is too much, 10 mins is excessive

- Light is red, moderator says "okay, we have time for some questions"
  - No you don't! Red light means exit the podium

Solutions to Solve?

- Adjusted timing for green / yellow / red timer (shown on next slide)

- Limit your introductions – lengthy intros only if you have time

- Stating speaker's name & affiliation is plenty. Often the speaker plans to say their own intro as part of their presentation.

How does Electronic Timer work?

- Green light until 16 min

- Yellow from 16-18 mins

- Red at 18 mins
  - absolutely stop talking or responding to questions

- Presenter will see time at podium

- Lights usually viewable to audience

Great Presentations

- Plan for 1 minute per slide = 15 slides

- Embedded videos can be difficult

  – Speakers have been instructed to load & practice this feature during the breakfast and skip if it won't work

- 15 minutes is too short to transition between multiple speakers

  – plan for 1 person to talk, moderator should watch for this and discourage unless really well rehearsed

Q&A Sessions

- Moderator should stand during the Q&A session
  - at front of room / near podium to signal that they control the timing of Q&A
- Instruct the speaker to **repeat the audience question into microphone** before answering
- Q&A session is a great time to transition slideshow to the next speaker's slides

Special Requests

- Let Heather Clark know about any session "special requests"
  - Chair for speaker to sit during presentation
  - Additional microphone needed for panel discussion
  - Pre-recorded presentations

COVID-19 & General Public Health: Let's stay healthy!

- Hotel ventilation varies from room to room
  - Each year we have people get sick from Annual Meeting & travel to / from venue
- We're mingling with 300+ people from all over & most have traveled on cramped airplanes
- Masks are recommended at all times while indoors
- Any cold-like symptoms? No judging here-Mask up!
- Keep distanced when unmasked

If your session has pre-recorded speakers

- Speaker will record voice over slides & upload to Heather in advance

- Presentation will be loaded on computer by Student volunteer during Speaker/Moderator Breakfast- check in to ensure it's done

- Q&A portion of program will be difficult to accommodate.
  - Suggestion- obtain phone number of speaker & hold phone to microphone for Q&A (2-3 minutes) or skip.

Moderator Duties Summary

- Check in with each speaker by email

- Notify Heather of any drops (heather@aegweb.org)

- Meet each speaker at breakfast (6:30-7:30am)
  - Your session will have an Assigned Table

- Ensure presentations are all loaded for session

- Watch the timing - be prepared to step in to politely cut off a speaker

- End Q&A session when timing light goes red

See you in Chicago!

- For registration questions contact Jenn or Shannon at AEG Headquarters:
  - manager@aegweb.org
- Heather is the best person to contact with additional meeting-specific questions:
  - heather@aegweb.org