Moderator Guidelines

As a moderator you play an important role in the success of the AMTA/AWWA Membrane Technology Conference. In order for you to be successful in this role, we need to provide you with the appropriate information. Below are some Moderator instructions, requirements, and recommendations to help you in this role.

**Moderator Requirements:**

- During your review, you should check all papers and PowerPoints for: **accuracy, logos, sales pitches, slide readability, graphics and disparaging remarks, etc.** and provide presenters feedback on updating or enhancing their papers and PowerPoints.

- Presenters will submit their manuscripts by the deadline provided to them. Please begin your review as soon as possible, so that presenters have time to make suggest improvements, please communicate those in time to receive revised presentations by your deadline for your final approval.

- Presenters will submit their PowerPoints by the deadline provided. Please begin your review as soon as possible, so that presenters have time to make suggest improvements, please communicate those in time to receive revised presentations by your deadline for your final approval.

- Moderators are required to select a "Best Paper" contender from their session(s) and notify AWWA of that selection by the manuscript review due date.

- Moderators are required to register for the conference.

- Moderators are required to attend a training in December where we cover how to log in to your Speaker Portal and access presenter’s papers/manuscripts and PowerPoints for review.

- Onsite, moderators are required to: introduce each presenter in their assigned session, keep presenters on-time, and facilitate audience questions.

**Moderator Recommendations:**

These are not requirements, but recommendations to help you in your role as moderator.

- Contact presenters before the conference to make sure they do not have any questions on their session.
• Contact presenters before the conference to schedule a short meeting to discuss session logistics. This meeting can take place onsite in the Presenter Ready Room.
• Contact presenters to set up a conference call to do a dry run of the session. This will allow all presentations to be submitted and reviewed before going through the session.
• When contacting presenters make sure that the individuals listed and the individuals who submitted bios are the ones presenting. Sometimes companies make a presenter change later on. If the presenter changes make sure to get the updated information including the new presenter’s bio and notify AWWA Staff.
• Ask your speakers for 2-3 can-questions for use if there are no audience questions.
• Before reviewing the Papers and PowerPoints it is a good idea to review the Manuscript and PowerPoint Guidelines. This will help you be better prepared for your review.

Moderator Tools:
• Presenters are given 30 minutes to do their presentation. Their presentation should be 22-25 minutes, allowing 5-8 minutes at the end for some questions from the audience.
• Make sure to keep the schedule of your session. If a presenter does not show up or ends before their allotted 30 minutes, please keep the time and wait until the next assigned presenters time begins. Do Not move ahead of schedule.
• Onsite your session room will have:
  o Laser Pointer
  o Timing Cards
• The Committee site used to review and approve presenter papers and PowerPoints are only to be used by moderators. Presenters do not have access to this site.
• Speakers are allowed to make edits and updated to their presentations after being turned in for review. These edits do not need to be done by the moderator prior to presenting
• Presenters can submit a modified version of their presentation for the conference proceedings.
• Presenter Bios:
  o 1.) will be brought to you by the Room Monitor prior to your session starting time.
  o 2.) You may download the bios from the SharePoint site.
  o 3.) Pick up a copy in the Presenter Ready Room any time during open hours.
  o 4.) Three weeks before the conference we will be sending out an email with the Presenter Bios.