



## GUIDELINES FOR SESSION MODERATORS

Thank you for agreeing to be a session MODERATOR at the 13<sup>th</sup> National Monitoring Conference. The moderator's role is very important to this conference. Participant evaluations from past conferences suggest that the most successful and productive sessions were those where the moderator interacted with presenters beforehand and took a proactive role in working with them to craft presentations that fit well together and were clearly focused on the session topic.

### BIG TAKEAWAYS FROM THIS DOCUMENT

1. Moderators are responsible for making sure to remind the In-Person presenters to submit their PowerPoint presentations to Kristen Parry by April 7<sup>th</sup>. They are also responsible for reminding all presenters, In-Person and Asynchronous, to upload their pre-recorded presentations and biographies on Whova. Moderators can remind presenters to update their abstracts on Whova if necessary, as well (optional). Moderators must also go over the instructions for the session with the In-Person presenters. Please do this prior to the week of the conference.
2. Moderators should encourage the presenters to upload pre-recorded versions of their talks on Whova prior to the conference for the benefit of all, including virtual attendees, persons who are in other concurrent sessions at the time of their talk, and viewers who access the recordings on Whova after the conference ends.
3. Moderators should highlight the associated Asynchronous presentations for the audience at the beginning of the session, particularly for Asynchronous Presenters who will be in attendance. This information will be provided on a slide to go up at the beginning of the session.
4. Moderators are responsible for maintaining timing and flow of the session to make sure that everyone gets the same opportunity to present their work. Moderators also have the opportunity to amplify underrepresented voices (e.g., early career, women, and Black, Indigenous, people of color (BIPOC) participants).
5. **An Informational Webinar for Presenters will be held on March 16<sup>th</sup> and 23<sup>rd</sup>. Moderators are invited to join if you have any questions. Webinar invite to follow. Webinars will be recorded and placed on the National Monitoring Conference Website.**

### Code of Conduct

The National Water Quality Monitoring Council commits to promoting a welcoming environment while fulfilling our mission of forging partnerships among citizens, scientists, and professionals to foster the management and protection of the Nation's waters. We intend to do this during daily operations by fostering environments that are safe, collaborative, supportive, and productive for all members and attendees, including sponsors, exhibitors, guests of members, invited speakers, and members of the media. We intend to conduct our business in a fair, honest, and ethical manner that values the diversity

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of views, expertise, opinions, backgrounds, and experiences reflected among our membership and all conference and event attendees.

All attendees, speakers, sponsors, and volunteers at our conference are required to abide by the code of conduct. Organizers will be available for those that need to report an incident or concern.

## Your Job as a MODERATOR

Please understand that being a moderator is not an honorary position; it is a real job and one that can make or break a session. How you handle the speakers, and the audience makes a big difference. Please consider the following guidance carefully.

### *Before the conference:*

- Become familiar with all abstracts in your session (including asynchronous abstracts).
- Contact each presenter and introduce yourself as the session moderator. Remind presenters to update their profile on Whova with their biographical summary prior to the conference. Encourage presenters to include their preferred pronouns in their bios if they are willing to do so. Point them to the pronoun guide on the conference website.
- Encourage presenters to learn about and include indigenous land and/or labor acknowledgments in their presentations if appropriate. Point them to the guide on the conference website.
- **Make sure your presenters have sent their presentations to Kristen Parry ([Kristen.Parry@tetrattech.com](mailto:Kristen.Parry@tetrattech.com)) by no later than April 7th, 2023.**
- **Please encourage In-Person presenters to pre-record their talk for upload onto Whova.**
- Ask your presenters to review the other abstracts in their session (available on the [Whova Platform](#)). You may wish to set up a conference call to discuss the session and go over the points below. Or you may choose to correspond with your presenters via email.

### *DURING YOUR SESSION CONFERENCE CALL OR EMAIL CORRESPONDENCE:*

- Remind your presenters that they can make adjustments to their abstract on Whova. **THIS IS OPTIONAL.** If no changes are necessary, we will use the presenter's original abstract.
- Remind your presenters that they should plan on a 15-minute presentation with an additional five minutes for questions. Speakers will not be allowed to go past their allotted time slot.
- **Encourage presenters to pre-record their session and upload onto Whova for the benefit of the virtual attendees or attendees who are attending another concurrent session.**
- Remind your presenters that they should arrive to the designated session room 15-20 minutes prior to the listed session start time. This will allow an interval to work through any technical difficulties, should any arise.
- Remind your presenters that we are providing a laptop at the podium loaded with Microsoft PowerPoint, and an LCD projector. High Speed Internet access will not be available in the meeting rooms. Presenters are encouraged to pre-record and embed the video into the presentation of anything which requires internet connection.

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- The computers in the session rooms will be Windows-based. PowerPoint presentations created both on Windows and macOS platforms should work, but verification of proper performance is essential. MacOS users should be sure to include the ".ppt" extension in their file names.
- Discourage any use of extensive animations, video, audio or software demonstrations. Make sure to check with your presenters that they understand this. If they are adamant on using anything beyond the basic presentation it is at their own risk, and we will not compensate their presentation time if anything goes wrong. Presenters will not be permitted to use their own laptop to provide the presentation. If a special situation exists, it will need to be approved by the Program Committee ahead of time (no later than by April 20<sup>th</sup>) and the presenter must agree that their laptop will have the proper viewer software loaded and be designated to be used from the start to the finish of that session.
- Stress the fact that each presenter should focus their talk on the uniqueness of their approach, their results and findings, lessons learned and transferability within the session topic. In general, the breadth of the abstracts received went well beyond what can be explored in a 15-minute presentation. Help your presenters shape the content of their talks.
- Remind presenters to avoid jargon and acronyms as much as possible.
- Please remind your presenters that the National Monitoring Conference does not endorse specific products or services. Therefore, papers presented by individuals representing corporations or projects conducted by corporations should avoid the use of trade or brand names and refer to the products or services by a generic descriptor.
- Encourage your presenters to bring back-up copies of their presentation on a USB flash drive.

## *During the conference:*

- Approximately 20 minutes before your session, all presenters should meet in the session room to make sure all presentations have been loaded to the conference laptop and are displaying properly. Review the presentation order and let your presenters know how you will signal them for presentation time remaining. Timecards flashing 5 minutes, 3 minutes, 1 minute and STOP will be provided for your use.
- Please ensure there is a folder on the laptop home screen with the session number and title, and within the folder talks from your session presenters should be labeled 1-presenter last name, 2- presenter last name, and so on, for ease of finding and opening talks in sequential order per program layout. Please leave the electronic folders on the home screen of the laptop.
- Be sure you know how to control the lights in the room or that a volunteer is present who knows how to control the lights. Take whatever steps are necessary to ensure appropriate light levels.
- Test the microphone and take action if it is not working properly. If there is a mobile microphone, assist presenters in attaching it to themselves. Require all presenters use the microphone so that everyone can hear them.
- Remind everyone to silence their cell phones or any devices that could interfere with the presentation.

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- **At the beginning of your session**, you will have just a short period to state the session's title and briefly introduce yourself. Please draw attention to the Asynchronous talks provided on the slide prior to the first presenter. Allow any Asynchronous-Presenter to raise their hand and show that they are present so that people may talk to them about their work after the session.
- Introduce each In-Person presenter by saying their name and affiliation. They will provide their own biographical information.
- Volunteers will be checking in to each session as they start to make sure all is going well. They will identify themselves to you before the start of your session. They can provide a replacement projector or computer if one fails.
- During the session, you will need to keep time for the speakers and cut them off when their time has ended. It is extremely important to make sure each speaker sticks to their allotted time since conference participants may switch rooms during sessions. Sit in front of the presenter in the first row so that they cannot avoid seeing the time warnings you hold up at the appropriate times. Stand up to cut them off if they continue past the allotted time.
- If one of your presenters does not show up for the session, do not move another presentation into that time slot. You may open the session to discussion to fill that 20- minute slot or end the session early if the missing presentation is scheduled for the end of the session, but do not change the order in any way. People not yet in the room may be planning to hear one talk and the start times in the program must be maintained.
- After each presentation, open the floor for any questions to the speakers, only if time allows. You will need to limit the questions to avoid going over into the next presenter's time. Ask the speakers to repeat the question into the microphone so that everyone knows what question is being addressed. Be mindful of power dynamics in the room and who is allowed to speak. Consider taking questions from early career, women, or BIPOC participants first. Please make sure to return to people who were interrupted, should that happen.
- As moderator, you should have one question for each speaker. Do not use your question unless no one else has one or there is time to fill but be prepared to ask a question of each speaker.
- At the end of the session, you will be responsible for making sure that the presenters have been applauded for their presentations and for closing the session on time. There may be a few minutes in a 90-minute session with 4 15-minute talks to allow some discussion or further questions, which you should moderate.
- Please remember to return any USB drives to the presenters if you have them in your possession.

A detailed conference agenda including session dates and times is available on the conference website at: <https://www.nalms.org/2023nmc/>.

Again, **THANK YOU** for taking on the role of Session Moderator at the 13<sup>th</sup> National Monitoring Conference. We look forward to working with you during the next two months. With your help, we're confident it will be the best conference yet!