

# Oral Session Moderator Training



Prior to your session, please check the [online program](#) for any changes or updates.

Familiarize yourself in advance with the pronunciation of presenter names and affiliations.

Co-authors and approved presenters may present the paper.

No new presentations may be added to the session.

A complete session listing, including speaker name and time of presentation will be available at each podium.

Each oral session room is equipped with computer projection equipment.

Speakers cannot connect laptops to the computer projectors in the meeting room.

All Speakers must load their presentation in advance in the [Speaker Ready Room](#).

Oral session rooms do not have a dedicated AV technician assigned to the room. AV technicians will monitor the rooms and are stationed in the hallway outside the rooms.

Prior to the start of each session, an AV technician will introduce themselves and provide assistance if needed.

You should familiarize yourself with the location of lighting controls for the room, in case the lights need to be adjusted.

As Moderator, you must keep the session on schedule.  
If there are problems with a computer presentation,  
please contact an AV technician immediately.

Do not go to the next presentation, and do not allow  
session overruns while a projectionist is trying to  
solve these problems.

Use any reasonable means to stop a speaker who has exceeded the allotted time. The session **must** stay on schedule so that individuals who are presenting a paper or individuals who wish to hear a specific talk may do so at the time indicated in the program.

You may interrupt speakers in order to ask them to speak more audibly, slowly, or clearly; to face the audience; or to briefly explain the message of an illegible slide.

If a paper has been withdrawn or a speaker does not appear, either call for discussion of previous papers in that session or call a recess.

**Do not start the next paper until the time listed in the program.** Please note any no-show authors on the Moderator's Evaluation.



The Moderator, not the speaker, conducts the discussion by recognizing participants on the floor.

Make an announcement that questions will only be taken if there is time for Q&A.

During discussions, ask participants to identify themselves and speak audibly so the audience can hear the questions as well as the replies. If the question is not asked into a microphone, the Moderator should repeat the question for everyone to hear.

If a paper draws no questions from the floor, you are encouraged ask questions in an attempt to stimulate discussion, if time allows.

On the other hand, some papers elicit more than the usual number of comments; judge accordingly.

To maintain the schedule, it may be necessary to defer lengthy discussions to the end of the session or to suggest that the discussion be continued in private, once the session has ended.

Due to safety regulations, attendees **may not** sit in the aisles. Please encourage attendees entering the session to move to the center of the room to make space for late arrivals. This will allow for the maximum number of attendees at the session.

An online Moderator Evaluation will be emailed to you.

Please be sure to complete it as soon as your session is over  
to provide valuable feedback.

This includes an assessment of the session's attendance as well  
as any paper listed in the program, but not presented.

All speakers are required to check into the Speaker Ready Room Rm-224 at least **24 hours** before their presentation.

### Speaker Ready Room Hours

Sunday, 21 February	1400h-1900h
Monday, 22 February	0700h-1900h
Tuesday, 23 February	0700h-1900h
Wednesday, 24 February	0700h-1800h
Thursday, 25 February	0700h-1800h
Friday, 26 February	0700h-1600h

## Audiovisual and Equipment

Each session room is equipped with a Presentation Windows PC and a Mac. A switcher is provided to allow display of either machine to the audience. A local monitor is provided and will mirror what the audience sees. (Presenter View is not supported).

### PC Configuration

- Processor: a minimum Core i7 2.93 GHz
- 4 GB RAM
- 1920 x 1080 at 24 bit color depth (1080P High Definition Resolution)
- Microsoft Windows 7 Professional 32 bit (fully updated)
- Microsoft Office 2010 Professional 32 bit (fully updated)
- Windows Media Player (Version 12)
- QuickTime Player(Latest Version)
- Flash Player (Latest Version)
- Adobe Acrobat Reader (Latest Version)

### Mac Configuration

- Processor: a minimum Core i7 2.3 GHz
- 8 GB RAM
- 1920 x 1080 at 24 bit color depth (1080P High Definition Resolution)
- Mac OS 10.10.1 or later (Yosemite – released October 2014)
- Microsoft Office 2011 for Mac (fully updated)
- Apple Keynote 6.6 or later (Newest version released October 2015)
- QuickTime Player (Latest Version)
- Flash Player (Latest Version)
- Adobe Acrobat Reader (Latest Version)

## Audiovisual and Equipment

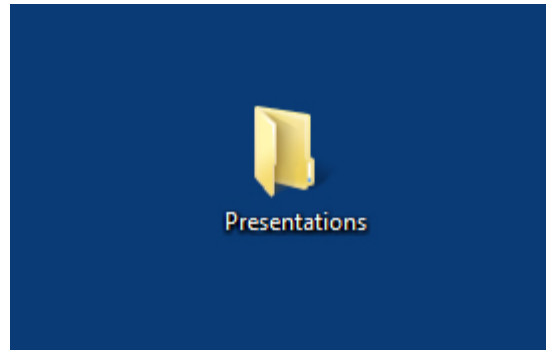
When each presenter checks in to the Speaker Ready Room, they confirm whether they will be presenting from the **Mac** or the **PC** in the session room. Their presentation will only be loaded onto one of the two presentation machines in the session room.

The presenter will review their presentation on a preview station to ensure that everything runs properly. The configuration of the preview stations exactly match the presentation machines in the session rooms.



## Audiovisual and Equipment

All the presentations for your Session will be loaded into the presentations folder on the desktop of the Presentation Computers in the room.





## Audiovisual and Equipment

Within the Presentations folder, each presentation is contained within its own folder that is named for the Day, Room, Presentation Time and the Presenters Last Name.

### Day.Room.Time.Lastname

If the person is presenting from the Mac, then their folder will also have an appended “.Mac” to the folder name. For example: Day.Room.Time.Lastname.Mac

**PC presentations will only be loaded onto the PC. Mac Presentations will only be loaded onto the Mac.** As a reminder, we create an empty folder on the PC for each Mac Presentation and name it “On Mac” (And their file will only be on the Mac). If you cannot locate a presentation, please check both folders.





The following slide has examples of both the PC and Mac presentations folders.

## Audiovisual and Equipment

### PC Presenters:

Day.Room.Time.LastName





Name

-  Tue.2005.0800.Fleitmann
-  Tue.2005.0815.Wickens
-  Tue.2005.0830.Affek.On Mac
-  Tue.2005.0845.Fairchild
-  Tue.2005.0900.Kelly
-  Tue.2005.0915.Rowe
-  Tue.2005.0930.Buckles
-  Tue.2005.0945.Miller.On Mac

### Mac Presenters:

Day.Room.Time.LastName.Mac

Name

-   Tue.2005.0830.Affek.Mac
-   Tue.2005.0945.Miller.Mac

## Audiovisual and Equipment

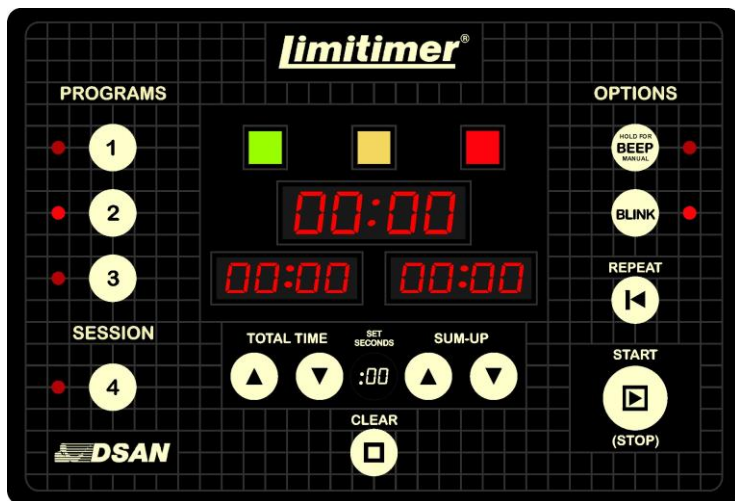
If your session is comprised of 15 minute talks (as in the previous example) then that means that each presenter has approximately **12 minutes for their presentation, 2 minutes for wrap up and questions, and 1 minute for transition to the next presentation.**

In order to stay on time, we recommend that you bring up each presentation yourself and put it into slide show mode (or full screen if a PDF) while you introduce the presenter. This will create an order to the session, and ensure that each presenter stays within their time constraints.

A Speaker Timer is provided that you may use to assist in time keeping for your session.

## Audiovisual and Equipment

The Speaker Timer should already be pre-programmed for 14 minutes total time with 2 minutes sum up. An A/V technician can assist you with programming the unit if necessary. The remote unit (Pictured on the right) sits directly on the Podium.



## Audiovisual and Equipment

Each Presentation computer has an attached local computer monitor which is proximate to the podium for the presenter to see while they are presenting. As stated earlier, this monitor will show exactly what the audience sees and there is no accommodation for “Presenter View” (To show notes on that monitor while presenting)

A switcher is provided in each room which will allow you to display either the presentation PC, or Presentation Mac to the Audience Screen. The PC will be connected to input 1 and the Mac will be connected to Input 2



## Audiovisual and Equipment

Each Presentation computer has an attached keyboard and mouse which can be used to control the computer and advance the slides. The Keyboard and Mouse for each system has a USB extension on it to enable them to be placed on the podium for presentation.

The PC keyboard and Mouse are Black and the Mac Keyboard and Mouse are White, for easy identification

### PC Presenters:



### Mac Presenters:



## **Audiovisual and Equipment**

Each Session room is outfitted with Podium and Lavalier wired microphones.

Please ensure that all presenters use a microphone at all times while giving their presentation.

The Clip on Lavalier Microphone is a good option for presenters who may turn towards the screen or move away from the Podium at any time during their talk. Please ask all presenters to remove their badge prior to clipping on the Lavalier as this helps eliminate background noise.

Please repeat any audience questions through a microphone before allowing them to be answered. This gives everyone in the room a chance to hear the actual question that was being asked.

## **Audiovisual and Equipment**

Each Presentation computer has an audio connection into the house PA system to accommodate audio playback during the presentations.

Please check with each of your presenters to see if they require audio with their presentation and then check the audio level before your session starts.

Audio levels can vary greatly from one file to the next and it is likely that the computer audio levels have been adjusted by previous presenters to accommodate their particular needs.

An AV technician will be happy to assist in setting the optimal audio levels for the presentations prior to the start of your session.



## Audiovisual and Equipment

Each Session Room has a Laser Pointer which can be used by the presenter to highlight specific items on their slides.

When you arrive at your session room, please make sure the laser pointer is still in the room and hasn't inadvertently been removed by someone in the previous session.

An AV technician can bring a replacement unit if needed.

If your session is part of the virtual conference please discourage the use of the Laser Pointer and encourage the presenter to use their mouse cursor instead. This is an effective way of highlighting items of interest, and more importantly, the Laser Pointer will not be visible to anyone watching through the web.

**Thank you for Moderating  
an Oral Session at the  
2016 Ocean Sciences Meeting!**