Guidelines for Podium Presenters

Presenter Duties – SUMMARY

Before the Conference

1. You will be contacted by the moderator(s) of your session. They will want to:

   ✓ Confirm whether or not at least one author of each paper will be on site to make the presentation.

   ✓ Confirm that presenters understand the session format and presentation length.

   ✓ Collect a brief bio (name; current position and employer; title of the paper).

   ✓ Confirm computer support arrangements.

   ✓ Make arrangements to collect a copy of everyone's presentation before the session.

2. If your moderator does not contact you, bring your presentation to the session on a thumb drive.

Please Note:

COMPUTERS ARE NOT PROVIDED.

One of the session participants (moderators or presenters), must provide a laptop.

It is **STRONGLY RECOMMENDED that all presentations be pre-loaded** onto a single laptop before your session _and tested_. This will eliminate wasting precious podium time on shuffling laptops, loading presentations on the fly, and discovering incompatibilities when nothing can be done.

During the Conference

1. Meet with your moderator prior to your session to review last-minute details.

2. Arrive at the session room at least 15 minutes ahead of time and sit in the front row.

3. Present your paper within the allotted time.

4. Participate, as time permits, in any Q & A or group discussions.

Changes? Questions?

Further details about presenter duties are provided on the next pages. Caitlin Galietti of the G-I staff is available at <cgalietti@asce.org> to assist you with issues you may have.

Presenter Duties – DETAILS

Before the Conference

- Check the **online program to confirm your presentation date and time**:

  https://www.geocongress.org/program

  This also shows you the session to which your final paper was assigned. Note, this may have changed over the course of submission review.

- **Session format and presentation length** –

  ‣ Technical Podium Sessions are 90 minutes long, which will accommodate up to 6 paper presentations of 12 minutes each with approximately 1 minute for transitions between papers.

  Any remaining time at the end of the session will be devoted to Q&A. If circumstances for a particular session vary from the norm, the session chair will make any further decisions required.

- **Audio-visual equipment** – Each technical session room will be equipped with an LCD projector and a screen, as well as any supporting furniture and electrical cords required for their operation. Requests for additional audio-visual equipment will be considered on a case-by-case basis.

- **Presentation formats** – There are no required formats, colors, logos, or templates for your presentation, although we do encourage the use of Microsoft products and PowerPoint if possible to minimize technical difficulties and facilitate speaker transitions.

  o Use common sense in the design of your presentation. A google search on the phrase "PowerPoint design guidelines" brings up many sources of good advice. A favorite is here:

  https://www.presentationmagazine.com/slide-design-guidelines-14100.htm

  …but the most important goal to make sure your slides are not over-crowded and can be read at a distance.

  o PowerPoint presentation ratio should be 4:3

  o Please do not use your presentation for commercial solicitation; if you use your company logo at all, please keep it to one slide.

- **The moderator(s) of your session will be in touch** to introduce themselves, confirm your attendance, collect presentations and bio information, and make plans to meet on site.

  o *Bio information* – Since only a minute or so is are available for introductions, moderators generally mention only your name, position, employer, and paper title.

  o *Moderator information* – A list of sessions and moderators is available on the program:

  https://www.geocongress.org/program

- **Provide a copy of your presentation to your moderator ASAP**. It is **STRONGLY RECOMMENDED that all presentations be pre-tested** before the session. This will eliminate wasting precious podium time on shuffling laptops, loading presentations on the fly, and discovering incompatibilities when nothing can be done.

  If your moderator does not contact you, bring your presentation to the session on a thumb drive.

If you, or any of your co-authors, are **not available to present your paper**, please let your moderator and Caitlin Galietti <cgalietti@asce.org> know as soon as possible.

- **If your session has fewer than 6 presentations** – the moderator has been instructed to follow the schedule and then plan on filling the remaining time with Q & A or group discussion. It has been suggested that they:

  ✓ Consider preparing a few questions in advance for each paper.

  ✓ Consider planting a few colleagues in the audience to get the discussion going.

  Any help you can give them in preparation would be appreciated.

During the Conference

- **Immediately before the session:**

  o We recommend that **Presenters arrive at the session room at least 15 minutes ahead of time** and sit in a front row to lessen transition time between presentations.

  o Moderators should have arrived 15 to 30 minutes early to check audio-visual equipment before the session begins. If you have not yet provided your moderator with a copy of your presentation, please arrive at this time as well to load your presentation into the session room computer.

- While no one expects perfect timekeeping, it is important to **follow the time schedule** as much as possible. This ensures that: 1) the final speaker is not deprived of promised presentation time, and 2) conference attendees can change rooms in order to attend specific presentations.

  Accordingly, please do not shift speaker order or time slot during the session. In the event a scheduled speaker does not make an appearance for their presentation, fill the unused time allotment with Q & A or group discussion.

  We expect the typical sessions will follow the schedules on the last page of this document.

- **Welcome, introductions, and transitions** – At the beginning of the session, the moderator will welcome attendees; explain format and presentation times; and how Q&A will be handled (after each paper, all at the end, as time permits, etc.). During transitions between papers, there is 1 minute to use as appropriate for the session. This will probably consist of: making brief speaker introductions (presenter's name; their current position and employer; and the title of the paper) while switching AV to the next presentation and moderating any Q & A, etc. After the final paper, any time remaining will be used for questions or discussion.

- **Moderators will monitor the time and alert you** when you have 2 minutes left, and when your time is up. Out of fairness to your fellow presenters, please stay within your allotted time.

Typical Technical Session Presentation Schedules

We expect the typical technical sessions will follow the following schedules (depending on which type of session it is):

90-minute session		10:00 – 11:30 am	10:30 am – 12:00 pm	1:30 pm – 3:00 pm
Welcome and introductions	5 minutes	10:00 – 10:05 am	10:30 – 10:35 am	1:30 – 1:35 pm
Presentation of 1st paper	12 minutes	10:05 – 10:17 am	10:35 – 10: 47 am	1:35 – 1:47 pm
Transition to the next paper	1 minute	10:17 – 10:18 am	10:47 – 10:48 am	1:47 – 1:48 pm
Presentation of 2nd paper	12 minutes	10:18 – 10:30 am	10: 48 – 11:00 am	1:48 – 2:00 pm
Transition to the next paper	1 minute	10:30 – 10:31 am	11:00 – 11:01 am	2:00 – 2:01 pm
Presentation of 3rd paper	12 minutes	10:31 – 10:43 am	11:01 – 11:13 am	2:01 – 2:13 pm
Transition to the next paper	1 minute	10:43 – 10:44 am	11:13 – 11:14 am	2:13 – 2:14 pm
Presentation of 4th paper	12 minutes	10:44 – 10:56 am	11:14 – 11:26 am	2:14 – 2:26 pm
Transition to the next paper	1 minute	10:56 – 10:57 am	11:26 – 11:27 am	2:26 – 2:27 pm
Presentation of 5th paper	12 minutes	10:57 – 11:09 am	11:27 – 11:39 am	2:27 – 2:39 pm
Transition to the next paper	1 minute	11:09 – 11:10 am	11:39 – 11:40 am	2:39 – 2:40 pm
Presentation of 6th paper	12 minutes	11:10 – 11:22 am	11:40 – 11:52 am	2:40 – 2:52 pm
Wrap-up; Q&A	8 minutes	11:22 – 11:30 am	11:52 am – 12:00 pm	2:52 – 3:00 pm