



ACI Session Moderator Training



American Concrete Institute

Always advancing

About the ACI Convention

- Bringing together industry leaders
- Committee meetings
- Technical and educational sessions
- Networking events
- Exhibit hall activities

www.ACIconvention.org



American Concrete Institute

Always advancing

Moderator Training Objectives

- Learn why sessions are held
- Become familiar with the session selection process
- Identify the role of a session moderator
- Learn about session deadlines



Why Hold a Session?

- Publicize new documents
- State-of-the-art and new technologies
- Hot topics and current controversies
- Training
- Foster discussion



Session Moderator Role

- Coordinates the technical content
 - » Determines specific information to include in the session
 - » Reviews abstracts
 - » Completes and submits session request forms
- Selection of speakers
- Promotes and publicizes session
- Compiles the presentations for publication (optional)



Session Format

- Type of session
 - » Panel discussion
 - » Question-and-answer period
 - » Speaker presentations
- Timing and session schedule
 - » 2 hour time slot
- Multiple-part sessions
- Session set-up



Mini Sessions

- 1 hour in length
- Held during committee meeting
- Mini Session Request Form



How to Request a Session?

- Preliminary Session Request Form
 - » 12 months in advance
- Final Session Request Form
 - » 6 months in advance
- Mini Session Request Form
 - » 6 months in advance

<https://www.Concrete.org/Events/Conventions/Future-Conventions/Request-A-Session.aspx>



Learning Objectives and Continuing Education Units

- Session Request Forms
- Location of PDH codes
- Providing PDH codes
- Submitting codes

» <https://www.Concrete.org/MyACI.aspx#MyCertifications>

PDH Code 1:

9836

(See session details pages in program book)

PDH Codes: **9836** _____

PDH Code 2:

6Y5M

(See session details pages in program book)

PDH Codes: _____ **6Y5M** _____

PDH Code 3:

55TE

(See session details pages in program book)

PDH Codes: _____ **55TE** _____



How is a Session Approved and Scheduled?

- Appropriate Board Committee to approve requests (TAC, EAC, SYPAC, CLC, etc.)
- Submit session request forms
- Staff schedule sessions



Communication is Key

- Speakers
- Sponsoring committee
- ACI Event Services and Session Coordinator
- Co-moderator



Call for Papers (Optional)

- Concrete International:

- » <https://www.Concrete.org/Events/Conventions/FutureConventions/CallForPapersRequest.aspx>

- ACI Events Calendar:

- » <https://www.Concrete.org/Events/EventsCalendar.aspx>

- Timeline:

- » 10 - 12 months prior to convention: distribute Call for Papers
- » 6 - 8 months prior to convention: deadline for all papers to be submitted



Special Publication

- Preliminary and final approval forms
- Content created by moderator
- Completed prior to upcoming convention

<https://www.Concrete.org/Publications/Symposium/Volumes.aspx>



Presentation Authorization Forms

- All forms completed by *speaker*
- Types of authorization forms:
 - » Upload presentation
 - » Audio record presentation



Uploading a Presentation

- ACI website
 - » *Speakers* will receive instructions on how to upload their presentation
- Speaker Ready Room
 - » 24 hours in advance of the session start time



Timeline

- 18 to 12 months prior to convention:
 - » Sponsoring committee approval
 - » Selection of session moderator and co-moderator
 - » Complete session moderator training
 - » Organize and compile session information
 - » Submit a Call for Papers (if needed)
 - » Submit Preliminary Session Request Form



Timeline

- No later than 6 months prior to convention:
 - » Finalize session speakers and presentations
 - » Submit the Final Session Request Form
 - » Submit Mini Session Request Form



Timeline

- 1 to 3 months prior to convention:
 - » Speakers to submit their authorization forms
 - » Review program book session information and make any necessary changes
 - » Conference call with speakers
- 2 weeks prior to convention:
 - » Speakers to upload presentations to ACI website



Timeline

- 1 day prior to session:
 - » Check in with Speaker Ready Room
 - » Meet with co-moderator
 - » Visit session room



Timeline

- Day of session:
 - » Meet with co-moderator
 - » Meet with speakers and review information
 - » Verify all presentations are located in desktop folder



Timeline

- Start of the session:
 - » Make announcements to audience
- During the session:
 - » Assist speakers
 - » Introduce speakers
 - » Keep presentations on schedule
 - » Audio-visual issues
 - » Emergencies
 - » Provide PDH codes



Questions?

- Session FAQs

- » <https://www.Concrete.org/Events/Conventions/CurrentConvention/FrequentlyAskedQuestions.aspx>
- » <https://www.Concrete.org/Events/Conventions/FutureConventions/SessionResources/SessionFAQs.aspx>

- Concrete International

- » +1.248.848.3736
- » ConcreteInternational@concrete.org

- Engineering

- » +1.248.848.3724
- » Barbara.Coleman@concrete.org

- Event Services

- » +1.248.848.3795
- » Conventions@concrete.org



Thank you!

For the most up-to-date information, please visit the
American Concrete Institute website at:
www.concrete.org



American Concrete Institute

Always advancing