

Session Moderator Training – Part I



Rick Bohan
Chairman E 903 Convention Training

ACI Convention Sessions and the Role of the Session Moderator

Why Have Sessions?

- Publicize A New Committee Document
- Introduce State-of-the-Art and New Technologies
- Address Hot Topics and Current Controversies
- Provide Training
- Other Reasons...

Reason for this Workshop

- Significant Variability in Session Quality
- Too Much Last Minute Development
- Lack of Knowledge of What was Required
- Poor Slides

What Does A Session Moderator Do?

- Communicates with ACI, the Committee, and Speakers
- Coordinates the Technical Content
- Chooses the Speakers
- Publicizes the Session
- Works with Speakers to Achieve Best Quality Session Possible
- Compiles Presentations for Publication (optional)
- Facilitates the Session

Session Timeline

- Preliminary Planning – 18 Months to 1 Year Prior to Session
- Start Compiling the Session Components (Speakers, Papers, Submittals) – 1 Year Prior to Session
- Finalize the Session – 6 Months Prior to Session
- Facilitate the Session – At The Convention

Preliminary Planning

- 18 Months to 12 Months Before Session
- Selection of Session Moderator and Co-Moderator
- Committee Approval
- Call for Papers (18 Months Prior)
- Submit Preliminary Session Request to TAC or EAC

Start Compiling Session

- 12 Months Prior to Session
- Submit Preliminary Session Approval Forms to TAC or EAC (if no Call For Papers)
- Selection of Speakers and Papers
- Session Moderator and Co-Moderator Attend SMOW Training
- Send Speakers to Website for Speaker Information Forms

Finalize the Session

- 6 Months Prior to Session
- Finalize Speakers and Papers
- Submit Final Session Approval Forms to EAC or TAC
- Submit Speaker Information Sheets and Session Information for Convention Brochure
- Review A/V and Convention Program Information

Facilitate The Session

- One Week Prior to Session
- Check With ACI for Last Minute Room Changes or Schedule Changes
- Check With Speakers for Last Minute Schedule Changes or Last Minute Concerns
- Obtain Copies of All Slides and Handouts
- Get an Introduction and Short Bio from Speakers

Facilitate the Session

- The Day Before The Session
- Physically Meet With Each Speaker and Co-Moderator
- Remind the Speakers of the Speaker Ready Room
- Have Speakers Review Their Presentation, Submit Their Presentation to ACI A/V Coordinator, Print Out 50 Copies of Their Handouts
- Visit the Presentation Room, Locate Sound and Lighting Controls

Finalize The Session

- The Day of The Session
- Arrive With Co-Moderator 30 Minutes Before Session and Review Schedule, Sound and Lighting Controls, and Safety
- Meet With Speakers, Verify Schedule, Introductions, Name Pronunciation, Practice Changing Presentations

Finalize the Session

- During The Session
- Keep to the Schedule...Start on Time/Stay on Time
- Introduce the Speaker and Their Topic with 25 Words or Less
- Facilitate Q&A Time Permitting
- Provide Speaker and Session Evaluations When Available

Special Considerations

Session Scheduling

- Suggestions When Speaker Doesn't Show Up
 - Have A Back-Up Speaker Prepared
 - Invite Audience Members to Make a 5 Minute Presentation Related to their Involvement with the Session Topic
 - Invite Speakers to Participate in an Impromptu Panel Discussion
 - Never Move Speakers Up in the Schedule

Session Scheduling

- Keeping People On Time
 - Make Sure Speakers Know How Much Time They Have
 - Give a Visual 2 Minute Warning from the Back of the Room
 - Give A More Visible 60 Second Warning At the Middle of the Room
 - Start Walking Towards the Speaker at 30 seconds
 - Start Applauding the Speaker at the Scheduled End and Shake Their Hand While Accompanying Them To Their Seat

Documentation

- Preliminary and Final Session Approval Forms Should Be Filled In on the ACI Website
- Obtain the Session Packet from ACI and Distribute to Speakers
- Submit Call for Papers to Concrete International
- Verify Session Description for Convention Program

Choosing Speakers

- Things to Think About
 - Solicit Input from Sponsoring Committees
 - Do You Want a “Call for Papers”?
 - Pro’s: Obtain a Wider Perspective
 - Con’s: Long Lead Times, Potentially Unknown Speakers

Communication

- ACI – Forms and Documentation
- Committees – Make Sure They Know What's Happening
- Co-Moderator – Split the Work Up and Make Sure They Can Step In for You In Case of Emergency
- Speakers – Make Sure They Know What's Expected and When... Verify They Do What They're Supposed to Do

Publication of the Session

- Work With ACI Staff
- Special Publications – SP ?
- Publish in Concrete International or ACI Structural or Materials Journal
- Publish Synopses in Concrete International
