

ACI Session Moderator Training



American Concrete Institute

About the ACI Convention

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

www.ACIConvention.org



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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



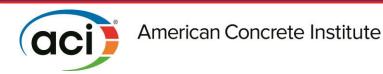


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Mini Sessions

- 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



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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





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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



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Special Publication

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

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



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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



• 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



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



• 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



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



• Day of session:

» Meet with co-moderator

» Meet with speakers and review information

» Verify all presentations are located in desktop folder



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





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Questions?

Session FAQs

» https://www.Concrete.org/Events/Conventions/ CurrentConvention/FrequentlyAskedQuestions.aspx

» https://www.Concrete.org/Events/Conventions/ FutureConventions/SessionResources/SessionFAQs.aspx

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



