

INSTRUCTIONS FOR MODERATORS

1. Introductions

Keep the introductions short (less than 30 seconds) so you don't use up the speaker's time. Be sure that you know how to pronounce the names of all authors. Be sure that you know which author will be presenting the talk, but don't forget to mention the names of the co-authors and their affiliations.

2. Time Management

If you don't have a watch, borrow one! You will be provided with a little console with a switch that controls a red and green light on the speaker's podium.

Each speaker is allotted a maximum of 20 minutes. We should try to reserve at least 5 minutes for questions.

After 14 MINUTES, switch on the GREEN LIGHT for advisory purposes.

After 15 MINUTES, switch on the RED LIGHT to notify the speaker that he/she is now using up the question/answer period.

After 18 MINUTES, Stand up and approach the speaker

After 20 MINUTES, Interrupt the speaker, announce that time is up and begin introducing the next speaker.

Thank you for your assistance and cooperation.