Moderator Guidelines

The role of the Moderator in Technical Sessions at NASCC: The Steel Conference is very important both to attendees and speakers. The Moderator sets the tone for the presentation, introduces the session and speakers, and keeps the seminar running smoothly—and on time (which means both starting on time and keeping each speaker to their allotted time). Some suggested guidelines to help the moderator organize the session:

Arrive Early

Remember, at least 30 minutes prior to your session, find the room assigned to your seminar and make sure that all of the needed A/V equipment is in place. Also make sure the session PDH code is on the first and last slide of the presentation. You will be able to access the PDH codes prior to the start of the conference by visiting www.aisc.org/nascc/speakers. A password is required to access the lists, and was emailed to all speakers in February. Please email Lisette Miller at miller@aisc.org if you need to be resent the password.

Start the Session on Time

With more than 120 technical sessions, the conference is crammed with events and timing is important. In addition to introducing speakers, moderators are responsible for operating lights in each room. Note: If there are any problems with A/V equipment, there are several technicians available to help.

Begin by Introducing Yourself and Giving a Brief Overview of the Session

Remember that the attendees are there to hear the speakers, so keep your comments brief yet informative. Please tell everyone in the audience to please turn off their cell phones.

Introduce the Speakers

Go beyond merely reading the speaker's bio. While still keeping your comments brief, introduce not just the speaker but his or her topic. Many sessions have more than one speaker. After each speaker has finished, remember to introduce the next speaker.

Keep Track of Time

If a speaker seems to be running beyond his or her allotted time, subtly indicate that they need to wrap up their presentation. It is the moderator's responsibility to keep the session running on time and to make sure that speakers do not extend beyond their allotted time.

Allow for Questions

After the last speaker, ask if there are any questions; take questions and ask the speakers to provide answers. Make sure questions are heard by all attendees; repeat and clarify questions if necessary. Also, remind the audience to keep their questions brief—and prevent audience members from launching into speeches.
Thank everyone for coming.

Remind Attendees about PDHs and Session Survey on Mobile App

Attendees can register their credit hours on the mobile app or at www.aisc.org/nasccpdh. Please remind them rate the session via the mobile app as well. You can say something like 'Your comments will enable us to better plan and execute future conferences and tailor them to meet your needs'
Note: There is a scheduled speaker/moderator breakfast on April 3. It's a good opportunity to discuss last minute details with your speakers. You can find more specifics at www.aisc.org/nascc/speakers.