

ASABE MODERATOR SESSION EVALUATION

Day /Date /Time of Session: _____

Session: _____

Your Name: _____

Number of Persons attending this session: _____

LIST OF NO SHOW SPEAKERS (please include name and paper #):

_____	_____
_____	_____
_____	_____

AT CLOSE OF SESSION:

1. (please check that these are still in the room, if applicable):

Laptop Computer LCD Projector Screen
 Laser Pointer Other _____

2. Delete all presentations from the computer. Do not allow attendees to download presentations to a memory device

Additional Comments: _____

NO pictures or recording of presentations will be permitted. Please ask those not adhering to this policy to leave the room.

NO SHOWS-please keep all presentation start times as scheduled. Should a speaker not show, moderators can fill time by asking the preceding speaker to lengthen their talk, offer a break or other creative means of filling time.