

# GUIDELINES FOR SESSION MODERATORS/ORGANIZERS

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## DEADLINES

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Oct 1, 2017	Call for Papers Opens for 2018 ASABE Annual Meeting
<b>Jan 3, 2018</b>	<b>Deadline to submit abstracts</b> – Site closed to authors for any changes
Jan 25, 2018	Organized Sessions due to Program Chairs
Jan 29, 2018	Notifications sent to presenters by session organizer/moderator
Feb 1, 2018	Site reopens to authors to make changes or additions to their submitted abstract
June 15, 2018	Full presentations are due to headquarters
<b>June 15, 2018</b>	<b>EARLY BIRD REGISTRATION DEADLINE:</b> All presenters must be identified and register for the meeting. Failure to register will result in removal of the presentation from the program. NOTE: It is the responsibility of the presenter to identify the person who will be making the presentation.
<b>July 29-Aug 1, 2018</b>	<b>ASABE Annual International Meeting, Cobo Center, Detroit Michigan</b>

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## ORGANIZING YOUR SESSION

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1. Welcome! Thank you for volunteering to be a session organizer or session moderator!
2. Office 365 Excel link to review submitted abstracts
3. Abstracts - Organizing the abstracts in your session
4. Notifying the authors of acceptance
5. Submitting the session to the technical community program chair for scheduling in the program.

WELCOME: You have been identified as the session organizers/moderator for a specific session topic. You are the main contact for presentations listed within your session.

Your name will be identified as a contact for this session in the Office 365 Excel sheet. All decisions about paper selection and program content for your session will remain with you, the session organizer/moderator and the technical community program chair.

ABSTRACTS: Presenters will submit directly to the session topics. Shortly after the Call for Papers deadline date, you will receive a link to view all of the submissions and you can begin to move the presentations to the order in which you would like them to appear in the program. If a presentation does not “fit” into your session, please forward the Paper ID # of this presentation to the program chair for consideration in other sessions. Then **copy** the entire line and paste it to the **boneyard** tab so that the abstract can easily be found. **DO NOT DELETE SUBMISSIONS.** If you are looking for more abstracts to fill your session, please take from the boneyard. A session requires 8-10 submissions to be scheduled.

NOTIFY AUTHORS: Once you have accepted the abstracts, notify the authors of their acceptance into your session.

SUBMIT: Check your session off as COMPLETED (designated sheet of the Excel workbook) so that the technical community program chair knows that you have organized the session.

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## SPEAKER CONTACT

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FIRST CONTACT: January - February

- This communication is an opportunity for the moderator to state his goals for an outstanding session.
- Remind speakers to read the guidelines pertaining to the technique for making a presentation
- Remind authors to send introductory information about themselves and their research.
- Emphasize upcoming deadlines for registration and hotel accommodations.

SECOND CONTACT: Early June

- Remind authors to register for the meeting (deadline June 15, 2018)
- Thank those who have submitted introductory material.
- Remind them of the day and time of the session.
- Reaffirm their commitment to participate.

FINAL CONTACT: Five to ten days before the meeting, email the speakers to verify their participation.

- Remind them of the day and time of the session
- Ask them to arrive 10-15 minutes prior to the start of the session to load their presentation on the computer provided.
- Meeting attire: business casual

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## PRE-SESSION CHECK

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Moderators should arrive at the session room 15 minutes prior to the start of the session.

- Assist in loading presentation onto the computer provided.
- Re-emphasize the importance of staying on schedule.
- Inform all in attendance that NO pictures or recording will be permitted. Those not adhering to this policy will be asked to leave the room.

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## RUNNING THE SESSION

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Audio Visual Equipment. ASABE will provide a computer, a laptop projector loaded with the 2010 Powerpoint program (or newer), screen, podium and microphone. This is standard AV equipment. If additional equipment is required, headquarters must be notified three weeks prior to the meeting. Last minute orders may result in additional expense to the presenter.

Stick to the Schedule. Since we have concurrent sessions, attendees plan their schedule accordingly. It is extremely frustrating to make plans for a certain talk only to find that you have missed it. 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 filing time.

Session Evaluation. At the close of your session please delete all of the presentations from the computer provided in the room. Do not allow participants or other attendees to download presentations to a memory device.

Complete the session evaluation, listing estimated number of attendees, along with list of no shows (if any) and other comments you may have.

If you have questions, please contact your program chair or ASABE: Jessica Bell 269-932-7029 or [bell@asabe.org](mailto:bell@asabe.org) or [mcknight@asabe.org](mailto:mcknight@asabe.org)