

## 2016 ASEE Annual Conference Moderator Instructions

You will receive a Moderator request email from the Program Chair of the division

- You can accept or reject this email by following the link provided on the email
- This feature will be available by March of 2016

### **Once you've accepted a moderator request:**

1. Log into [www.asee.org](http://www.asee.org)
2. Click on Upcoming Conferences
3. Click on 2016 ASEE Annual Conference
4. Click on Moderator Sessions

### **Once in the Moderator Sessions section you can:**

1. Click on each individual session
2. See author's information
3. Email authors
4. See papers associated with sessions

### **Moderator Responsibilities:**

1. Introduce the speakers/papers
2. Keep the authors in order
3. Keep the presentations running on time
  - a. All technical sessions are 90 minutes
  - b. Presentations are split equally among the 90 minutes
4. Manage the Q & A
5. Complete the session evaluation

### **On-site Session Evaluation:**

1. There is a section in the on-site website where you can rate the sessions that you moderated [www.asee.org/icp](http://www.asee.org/icp) . You will need to log in to access the link.

### **Technical Issues:**

If you are having trouble accessing the moderator link on the web, please contact [conferences@asee.org](mailto:conferences@asee.org) or by calling customer service at 202-350-5720

### **Session Issues:**

If you have any questions regarding the session content, please contact the program chair directly. The Program Chair contact information is located in the Moderator Session section