

Moderator Handbook Appendix

APPENDIX I Sample Instructions to Moderators

(highlighted portions should be edited to reflect the specific situation)

Dear Sam,

Thanks for agreeing to moderate the session “Capstone Project Definition” for the Widget Engineering division of ASEE at our annual conference in 2055, in Havana Cuba.

Your session is W204, and takes place in room 197 of the main convention hall between 1:15 pm and 2:30 pm local time.

Your session will consist of the following papers:

Paper 1603 – “Student definition of capstone project deliverables”, with Riley Perez as the corresponding author. Riley’s contact information is r.perez@state.edu

Paper 1188 – “Involving industrial sponsors in capstone project scoping”, with Alex Kolorov as the corresponding author. Alex’s contact information is kolorov@tech.edu

Paper 942 – “A framework and rubric for faculty evaluation of capstone project scope”, with Shelby Behrend as the corresponding author. Shelby’s contact information is shelby.behrend@landgrant.edu

Paper 1899 – “Multiyear capstone project scoping”, with Jamie Williamson as the corresponding author. Jamie’s contact information is j.t.williamson@privateschool.edu

As is policy in the Widget division, each author will be allowed a 16 minute slot, with 13 minutes for presentation and 3 minutes reserved for questions. The balance of time remaining at the end of the session (about 10 minutes) is reserved for follow up questions or questions based on the entire body of work presented at the session. Remember that as session moderator, YOU OWN THE TIME, not the presenters. Don’t let anyone exceed their time limit.

Please communicate with your presenters. Please read and use the Session Moderator’s Handbook, which is attached to this email.

Please don’t hesitate to contact me with any questions.

Thanks for your service to the Widget division and to ASEE!

Best,

Bryce Wong

Program Chair for the Widget Engineering Division

ASEE annual conference, Havana 2055

APPENDIX II Sample Instructions to Authors/Presenters

(highlighted portions should be edited to reflect the specific situation)

Dear Cody,

Congratulations on having your paper accepted for the session “Capstone Project Definition” for the Widget Engineering division of ASEE at our annual conference in 2055, in Havana Cuba.

Your session is W204, and takes place in room 197 of the main convention hall between 1:15 pm and 2:30 pm local time. Please arrive for your session no later than 1:00 local time. This will allow us setup time on a common machine, please come prepared to load your work onto my PC. Please advise me on the type of computer system your presentation uses, Mac or PC.

Your co-presenters are:

Paper 1603 – “Student definition of capstone project deliverables”, with Riley Perez as the corresponding author. Riley’s contact information is r.perez@state.edu

Paper 1188 – “Involving industrial sponsors in capstone project scoping”, with Alex Kolorov as the corresponding author. Alex’s contact information is kolorov@tech.edu

Paper 942 – “A framework and rubric for faculty evaluation of capstone project scope”, with Shelby Behrend as the corresponding author. Shelby’s contact information is shelby.behrend@landgrant.edu

Paper 1899 – “Multiyear capstone project scoping”, with Jamie Williamson as the corresponding author. Jamie’s contact information is j.t.williamson@privateschool.edu

As is policy in the Widget division, each author will be allowed a 16 minute slot, with 13 minutes for presentation and 3 minutes reserved for questions. The balance of time remaining at the end of the session (about 10 minutes) is reserved for follow up questions or questions based on the entire body of work presented at the session. In order to assure equitable treatment of all presenters, time limits are strictly enforced.

Any information you can share on your presentation prior to the conference would be helpful, such as audio requirements, handouts, visual aids, etc. Note that there will be no internet connectivity in the conference venue, so all support files should be locally available. In addition, if there is an accessibility situation we should be aware of prior to your presentation, please let me know so I can confirm the appropriate readiness of the room.

Remember that rule of thumb for a presentation is 1 slide per minute. If you have more than 13 slides, think critically about reducing this number. Also see the On-site Presenter Instructions at ASEE.org

Please don’t hesitate to contact me with any questions. Congratulations again on having your work accepted for presentation!

Best,

Morgan de la Silva

Moderator, session W 204 for the Widget Engineering Division

ASEE annual conference, Havana 2055