

# ASEE'S VIRTUAL CONFERENCE

## *MODERATOR INSTRUCTIONS*

VIRTUAL MEETING | JULY 26-29, 2021 | PACIFIC DAYLIGHT TIME



## **SESSION INFORMATION**

### ***VIRTUAL SESSIONS***

- “Webinar” - All speakers are live, all audience is virtual, Q&A is managed through chat. No breakouts
- “Meeting” - All participants breakouts available
- A “green room” is available 15min prior to each session
- Moderators must click on broadcast to start their sessions
- Moderators will need to end their sessions

### ***TECHNICAL SESSIONS***

- Technical sessions are 90 minutes
- Sessions will have approximately five papers per technical session
- Papers will be linked to sessions automatically
- All authors who register by June 18th will be listed as a “Speaker” on their papers
- Moderators will introduce each paper
- Presentations will be split evenly amongst the allotted time slot, including a Q&A
- If there are no participants in the Q&A, then the moderator should seed the discussion with questions

### ***PANEL PRESENTATIONS & DISTINGUISHED LECTURES***

- Sessions are 90 minutes
- Moderators will introduce each panelist.
- Moderators will manage Q&A if applicable
- Moderators will conclude the session at the end of 90 minutes

### ***ROUND TABLES AND SPECIAL SESSIONS***

- Sessions are 90 minutes
- Moderators will introduce speakers (if applicable)
- Moderators will manage breakouts (if applicable)
- Moderators will manage Q&A

### ***WORKSHOPS***

- Workshops are 3 hours
- Organizers are listed as “speakers” but they will also act as “moderators.”
- Moderators (organizers) will start the session, field questions, and conclude the session after 3 hours
- Moderators (organizers) will also manage breakouts (if applicable)

### ***BUSINESS MEETINGS***

- Sessions are either 60 or 90 minutes
- All participants are live
- Moderators will manage breakouts (if applicable)
- A link will be available 15 min prior for Program Chairs to send out to their members who are not registered for the virtual platform
- Be advised the link is call in only “No Video”

### ***SOCIAL FUNCTIONS***

- Sessions are typically 90 minutes.
- All participants are live.
- A link will be available 15 min prior for Program Chairs to send out to their members who are not registered for the virtual platform
- Be advised the link is call in only “No Video”