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

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

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

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”