



THE SESSION MODERATOR'S ROLE

Each session slot is allocated 100 minutes. The moderator's role is to make sure the assigned session slot can progress smoothly.

The duties of the Session Moderator include the following:

1. Show up to the session 5-10 minutes before the session begins. Identify the presenters in advance, and introduce yourself. Remind each presenter of the time limits that apply, and describe the method you will use to alert them of time limits during the actual presentation. Please make sure that the presentation files have been all uploaded to the computer provided in the room.
2. At the start of the session, introduce yourself to the audience, announce the session/title.
3. Prior to each presentation, announce the paper's title, presenter's name and the affiliation.
4. Each speaker is allocated certain number of minutes for the presentation, and 5-10 extra minutes for Q&A. Enforce time limits strictly so that no author (or audience member) monopolizes someone else's time. However, the moderator can allow speaker more time if the session is not tight.
5. Try to conduct the session as informally as possible (e.g., use first names when addressing participants and members of the audience) to encourage as much audience participation as possible.
6. Complete the Moderator's Report Form (the form can be requested from the conference information desk, or download from <http://energy7.nscj.co.uk/Word/Energy7-Moderator-report.pdf>) and submit either to the conference information desk or to h.tan@nscj.co.uk by email.