



Guidelines for Podium Presenters

Presenter Duties – SUMMARY

Before the Conference

1. You will be contacted by the moderator(s) of your session. They will want to:
 - ✓ Confirm that at least one author of each paper will be on-site to make the presentation.
 - ✓ Confirm that you understand the session format and presentation length.
 - ✓ Collect a brief bio (name with credentials; current position and employer; title of paper).
 - ✓ Confirm computer support arrangements.
 - ✓ Make arrangements to collect a copy of everyone's presentation before the session.
2. If your moderator does not contact you, bring your presentation to the session on a thumb drive. If you'd like to speak to your moderator, and aren't sure who it is, please contact Sean Herpolsheimer at sherpolsheimer@asce.org and provide your paper number and session.

Please Note:

COMPUTERS ARE NOT PROVIDED.

**One of the session participants (moderators or presenters),
must provide a laptop.**

It is **STRONGLY RECOMMENDED** that all presentations be pre-loaded onto a single laptop before your session and tested. This will eliminate wasting precious podium time on shuffling laptops, loading presentations on the fly, and discovering incompatibilities when nothing can be done.

During the Conference

1. Meet with your moderator prior to your session to review last-minute details.
2. Arrive at the session room at least 15 minutes ahead of time and sit in the front row.
3. Present your paper within the allotted time.
4. Participate, as time permits, in any Q & A or group discussions.

Changes? Questions?

Details about presenter responsibilities are provided on the next pages. If you have questions, please contact G-I staff member Sean Herpolsheimer.



Presenter Duties – DETAILS

Before the Conference

- **Check the online program to confirm your presentation date and time:**
<https://www.geocongress.org/program>
- **The moderator(s) of your session will be in touch** to introduce themselves, confirm your attendance, collect presentations and bio information, and make plans to meet on site.
 - a. *Bio information* – Since only a minute or so is available for introductions, moderators generally mention only your name, position, employer, and paper title.
 - b. *Moderator information* – A list of sessions and moderators is available on the program:
<https://www.geocongress.org/program>
- **Session format and presentation length:**

Technical Podium Sessions are 90 minutes long and include 6 **12-minute presentations**, with approximately 1 minute for transitions between papers.
Any remaining time at the end of the session will be devoted to Q&A. If circumstances for a particular session vary from the norm, the session chair will make any further decisions required.
- **Audio-visual equipment** – Each technical session room will be equipped with a screen and an LCD projector. **Computers will not be provided.** Consult your session moderator for instructions.
- **Presentation formats:** There are no required formats, colors, logos, or templates for your presentation, although we do encourage the use of Microsoft products and PowerPoint if possible to minimize technical difficulties and facilitate speaker transitions.
 - Use common sense in the design of your presentation. A web search on the phrase “PowerPoint design guidelines” brings up many sources of good advice. A favorite is:
<https://www.presentationmagazine.com/slide-design-guidelines-14100.htm>

The most important goal is to make sure your slides are not over-crowded and can be read at a distance. White text on a dark background is easier for audiences to read.
 - PowerPoint presentation ratio should be 4:3.
- Do not use your presentation for commercial solicitation. If you use your company logo at all, keep it to one slide
- **Provide a copy of your presentation to your moderator ASAP.** It is **STRONGLY RECOMMENDED** that **all presentations be pre-tested** before the session. This will eliminate wasting precious podium time on shuffling laptops, loading presentations on the fly, and discovering incompatibilities when nothing can be done.



If your moderator does not contact you, bring your presentation to the session on a thumb drive.

If you, or any of your co-authors, are **not available to present your paper**, please let your moderator **and** Sean Herpolsheimer (sherpolsheimer@asce.org) know as soon as possible.

- **If your session has fewer than 6 presentations** – the moderator has been instructed to follow the schedule and then plan on filling the remaining time with Q & A or group discussion. It has been suggested that they:
 - ✓ Consider preparing a few questions in advance for each paper.
 - ✓ Consider planting a few colleagues in the audience to get the discussion going.
- Any help you can give them in preparation would be appreciated.

During the Conference

Immediately before the session:

- **Arrive at least 15 minutes early to the session** and sit in a front row to lessen transition time between presentations.
- Moderators should have arrived 15 to 30 minutes early to check audio-visual equipment before the session begins. If you have not yet provided your moderator with a copy of your presentation, please arrive at this time as well to load your presentation into the session room computer.
- While no one expects perfect timekeeping, it is important to **follow the time schedule** as much as possible. This ensures that: 1) the final speaker is not deprived of promised presentation time, and 2) conference attendees can change rooms in order to attend specific presentations.

Accordingly, please do not shift speaker order or time slot during the session. In the event a scheduled speaker does not make an appearance for their presentation, fill the unused time allotment with Q & A or group discussion.

We expect the typical sessions will follow the timetable on the last page of this document.

- **Welcome, introductions, and transitions** – At the beginning of the session, the moderator will welcome attendees; explain format and presentation times; and how Q&A will be handled (after each paper, all at the end, as time permits, etc.). During transitions between papers, there is 1 minute to use as appropriate for the session. This will probably be used to make brief speaker introductions (presenter's name; their current position and employer; and the title of the paper) while switching AV to the next presentation and moderating any Q & A, etc. After the final paper, any time remaining will be used for questions or discussion.
- **Moderators will monitor the time and alert you** when you have 2 minutes left and when your time is up. Out of fairness to your fellow presenters, please stay within your allotted time.



- **Please remember:** ASCE/ G-I recognizes the strategic and critical importance of advocating for and sustaining a diverse workforce and inclusive work environment. The Society is committed to implementing policies and programs designed to advance the profession by promoting an inclusive climate in the profession. Please ensure that your presentation reflects this commitment.



Typical Technical Session Presentation Timetable

90-minute session		10:30 am – 12:00 pm	1:30 pm – 3:00 pm
Welcome and introductions	5 minutes	10:30 – 10:35 am	1:30 – 1:35 pm
Presentation of 1 st paper	12 minutes	10:35 – 10:47 am	1:35 – 1:47 pm
Transition to the next paper	1 minute	10:47 – 10:48 am	1:47 – 1:48 pm
Presentation of 2 nd paper	12 minutes	10:48 – 11:00 am	1:48 – 2:00 pm
Transition to the next paper	1 minute	11:00 – 11:01 am	2:00 – 2:01 pm
Presentation of 3 rd paper	12 minutes	11:01 – 11:13 am	2:01 – 2:13 pm
Transition to the next paper	1 minute	11:13 – 11:14 am	2:13 – 2:14 pm
Presentation of 4 th paper	12 minutes	11:14 – 11:26 am	2:14 – 2:26 pm
Transition to the next paper	1 minute	11:26 – 11:27 am	2:26 – 2:27 pm
Presentation of 5 th paper	12 minutes	11:27 – 11:39 am	2:27 – 2:39 pm
Transition to the next paper	1 minute	11:39 – 11:40 am	2:39 – 2:40 pm
Presentation of 6 th paper	12 minutes	11:40 – 11:52 am	2:40 – 2:52 pm
Wrap-up; Q&A	8 minutes	11:52 am – 12:00 pm	2:52 – 3:00 pm