Structures Congress 2026
Moderator Instructions for Traditional & Panel Sessions

Before the conference:

1. In January-February timeframe, please reach out to all your presenters:
   - Introduce yourself.
   - Confirm you have the correct person listed as the presenter.
   - Confirm the title, day, and time of the session.
   - Provide presenters with your cell number and e-mail address.
   - Share with the presenters if you will use a PC or MAC at the conference.
   - **Provide a due date for you to receive all final power points in advance of the conference. The moderator organizes all power points on a flash drive or upload to ASCE share drive before the conference.**
   - Communicate the amount of time presenters have for their presentation and how Q&A will be handled. Some sessions are 60 minutes, and some are 90 minutes. Be sure to end on time so the next session can have access to the room to start on time.

2. If a presenter is not available to make their presentation, please inform Jessica Jun as soon as possible. Note: there will be no remote presentations possible for this in-person conference.

3. Power Point Template – see enclosed.

4. **Moderators, please bring a laptop to the session. SEI does NOT provide laptops. An LCD projector and screen will be provided. Please bring an adaptor if you're using a Mac.**

5. Presenters must send power points directly to you, the moderator for conference use.

6. If a presenter includes a video, they must embed it. Please be sure to test it prior to the session. Videos that are not tested almost always cause issues during the session.

7. As the moderator, please briefly introduce each presenter. Share the presenter's name, their current position and employer and the title of the presentation. Be sure you have this information from the presenters prior to the start of the session.

8. All Moderators and Presenters are required to register for the conference and are eligible for the Speaker/Moderator discounted rate that should have already been sent by a SEI staff last August. Please confirm that everyone is registered and that they have accommodation either at the conference hotel or elsewhere. This is important as April is a busy season in Phoenix and the conference hotel is already sold out outside of our room block.

During the conference:

1. Arrange to meet with your presenters at the conference prior to your assigned technical session. Discuss any last-minute details. Reconfirm the room assignment and session time with all presenters. Request they arrive at the session room at least 15 minutes prior to start of session to verify a/v. Request all presenters sit in the front rows to lessen the time it takes to reach the speakers' podium and line up in order of presentation.

2. Test audio-visual equipment before the session begins to be certain that the equipment is functioning, and you understand its operation. Know how to operate the lighting and sound in the room. You may need to ask someone in the audience to operate the lights.

3. At the beginning of the session, call the session to order and welcome everyone to the [name of the session], announce the time allotted for each speaker, and whether questions will be at the end or after each speaker. Ask the audience to turn off their cell phones.

4. Introductions of the speakers should generally be brief. As a suggestion: presenter's name, their current position and employer, and the title of the presentation.

5. As session moderator you are expected to moderate the floor discussion. Moderators should try to stimulate discussion if there is time.

6. It is your responsibility to keep the presenter on time. **As each presentation time nears an end let the presenter know the remaining time** (indicating five minutes and two minutes before time is up and the end of the allotted time). Do not hesitate to tell the presenter that their time is up.

7. In the event a scheduled presenter does not show up, use their time for audience questions or discussion. **Do not shift** the order or time slot of your presenters as attendees change rooms in order to attend specific talks based on presenter order in the program. Be sure to forward the name of the absent presenter and any relevant details to [Jessica Jun](). If a presenter does not show up, all moderators are encouraged to have something in mind (i.e., roundtable discussion; questions from moderator) to fill the time.

8. At the end of the presentation, please thank the presenters.

Thank you for volunteering your valuable time to serve as a moderator for this conference. Your enthusiasm and interest in your session(s) are critical for the best attendee experience and overall success of the Congress.

If you have any questions regarding your role as a moderator, contact [Jessica Jun]().