



Moderator's Responsibilities

Thank you for accepting to serve as a Moderator for the CECAR7 conference August 30 – September 2nd in Oahu, Hawaii. We greatly appreciate your time and efforts and look forward to working with you. The following is a *partial list* of what you are expected to do as a Moderator:

- 1) **Register for the Conference.** A discounted registration rate is available to you as a moderator when you enter the code **CAR16MOD** on the log-in screen. Register early and save! [Register for CECAR7 Conference](#)
- 2) **Coordinate with the technical committee.** Should you have any questions or concerns contact the Conference Chair Udai Singh udaipsingh1@gmail.com or Conference Co-Chair Albert Yeung albert-yeung@graduate.hku.hk if needed. If there are doubts about your attendance, let the Chair know as soon as possible, so he can make alternate plans and find a replacement.
- 3) **Preload Presentations.** You will be provided with a thumb drive with the presentations for your session. Please arrive at least 15 minutes before the start of your session and preload all the presentations to the laptop. (Changing presentations at the last minute is discouraged, but may be permitted at your discretion well in advance of the start of the session).
- 4) **Secure Authors' Bios.** You will make a brief introduction for each speaker. Author Bios will be available via the Cadmium Speaker Site through the moderator module. Log In instructions will be forwarded to you prior to the conference. [Cadmium Speakers Website](#)
- 5) As a Moderator, you need to emphasize the following points to Authors and Presenters:
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 - Instruct authors to view Speakers' Guidelines. [View Online](#)
 - All sessions **must** start and finish on time. Speakers will have 2-3 minutes for questions and discussions, depending on the total number of presentations in the session.

Important Points to Remember Once You are Onsite:

1. Arrive at your assigned room early to check audio-visual equipment functions, be familiar with the lighting and verify the speakers are ready. Have the speakers sit near the front to save time in transition.
2. At the beginning of the session you will call the session to order, welcome everyone, indicate questions will be allowed following the presentation, and ask everyone to silence cell phones. Individually introduce each speaker.
3. All presenters must present at their own time slot and end on time. That means if a presenter finishes early, you need to ask a question and encourage the audience to ask questions or generate a discussion until the time for the next presenter.
4. As the presentation of a speaker nears the end, the session Moderator should alert the speaker of time available for presentation (indicating five minutes and two minutes before time is up, and the end of the allotted time). **Do not hesitate to tell the speaker that his/her time is up.**
5. You need to be at your session room early enough to familiarize yourself with the operation of lights (dim during presentation), projector, microphone, and do final coordination with speakers.



6. Encourage audience to complete evaluation forms which will be sent via email at the end of each day.
7. In the unlikely event that a speaker does not show up due to an emergency, be ready to fill the gap by discussing the topic of paper yourself (if you feel uncomfortable, you can ask the audience to come back for the next presenter at the assigned time slot (no presentation substitutions)).
8. After completion of your session, submit a report by email to your Track Chair on your session, experiences learned, recommendations for future, experience with your authors, any no-shows, number of attendees for each presentation, and any other comments for suggested improvements in future conferences.

Once again, we appreciate your contributions to make CECAR7 the best conference ever!

If you have any questions regarding your job as a moderator please feel free to contact Conference Chair Udai Singh udaipsingh1@gmail.com or Co-Chair Albert Yeung albert-yeung@graduate.hku.hk.