2018 International Conference on Heavy Metals in the Environment
July 22-25, 2018
Athens, GA USA
University of Georgia
Center for Continuing Education & Hotel

Moderator Packet
Moderators of Oral Sessions

On behalf of the ICHMET Organizing Committee, I would like to thank you for agreeing to serve as a MODERATOR. To help in this task, find attached a session schedule and the available abstracts for all talks listed in your session. The standard oral presentation is 20 minutes in length (17 for presentation, 3 for discussion/Q & A), with select invited presenters given 30 minutes (27 for presentation, 3 for discussion/Q & A). The success of the session depends in part on your ability to control the speaker’s time allotment and adhere to the schedule. **Official timekeepers may not be available for all sessions, so the moderator must also make sure that sessions adhere to the schedule.** The moderator packet contains flash cards that can be used to alert the speaker to their remaining time. With one minute “speaking time” remaining, the moderator is encouraged to stand up to indicate that it will soon be time to transition to the Q/A. When available, an assistant will be provided to assist in these tasks.

You will also find two Student Presentation Contest scorecards for each student submission in your session. The scorecard will also include the Student’s abstract. Before starting the session, find appropriate audience members that are willing to serve as judges for the presentations. At the end of the session, collect the completed scorecards and return them to conference organizers.

Arrive early. Session rooms will open at 7:30 am each morning. Familiarize yourself with the microphone system, lighting and the podium prior to the start of your session. If you have any questions, an audiovisual technician will be provided to assist you.

Before the session, familiarize yourself with scheduled speakers, program updates, and abstract content pertaining to your session. Introduce yourself to the speakers before the session begins to be certain that you are introducing the correct “presenting” author and have the correct pronunciation of the speaker’s name. **Speakers will be required to upload talks before the session. If necessary, assist speakers in uploading their talks to the computer.**

Be prepared to ask the speaker a question in the instance that time allows and there are no questions from the audience. Remind the speakers, as necessary, to repeat the question before responding so the entire audience may hear the question. If a presentation goes over time, be sure to provide the subsequent speakers their full allotted presentation time. If a presentation is cancelled, adhere to the original time schedule and take a short break or lead a discussion related to the previous talks in the session.

It is essential that you fulfill this commitment. If for some reason you become unable to moderate, it is your obligation to identify an appropriate substitute if possible and communicate the change to the organizing committee.