

CSABE/ASABE Annual International Meeting
Toronto, July 13-16, 2025
GUIDELINES FOR ORAL SESSION MODERATORS

Speaker Contact

- Please make an initial contact with the speakers in your session ASAP, preferably before Friday, June 27, 2025, and inform them about the day and time of the session.
- State your goals for making your session an outstanding session.
- Reaffirm their commitment to present and ask them to send brief introductory information about them/their research so that you can use it to introduce them before their presentation.
- Emphasize the deadline for conference hotel reservation at the discounted rate (until sold out or before June 25, 2025).
- Please make a final contact about five to ten days before the meeting (before July 7, 2025) and verify their participation again.
- Ask them to arrive 10-15 minutes prior to the start of the session to load their presentation on the computer provided by bringing it with them on a USB.
Session locations will be listed in the app and online about one week prior to the start of AIM.
- Inform them about the meeting attire, which is business casual.

Pre-session check at the Venue

- Arrive at the session room 15 minutes prior to the start of the session.
- Assist speakers in loading their presentations to the computer provided.
- Consult with the speakers prior to the start of the session to determine who, if any, has issues with pictures or recording during their presentation. Announce to the audience prior to their talk if pictures or recordings will not be allowed.
- Emphasize the importance of staying on schedule, to the presenters.
- Inform presenters about your plan for conducting presentations (e.g., 12-minute presentation followed by 3-minutes Q&A for a total of 15-minutes for a regular oral presentation)
- Inform them of your plan to caution about the remaining time left for their talk (e.g., displaying the remaining time, 5 minutes and 2 minutes, on a paper to the speaker).
- In case of student presentations, identify judges to evaluate their presentations before the session starts, and make sure to collect their evaluations before they leave the session room.
More details will be provided by Dr. Joe Dvorak, who is coordinating the student competition.
- A session introduction slide template will be provided. Please edit with the title of your session and display before the session starts. The slide will also have a QR code link to the student presentation judge scoring page.

LIGHTNING SESSIONS and LIGHTNING PANELS. The difference is below. You will know what type of session it is because it will state this in the session title.

- For LIGHTNING SESSIONS, inform presenters that each of them will get 6-minute talk time (4 to 5-min presentation and 1 to 2 minutes Q&A) followed by a 1-minute transition time for the speaker flip.
- For LIGHTNING PANEL inform presenters that they will each have 6 minutes of talk time followed by a 1-minute transition time for the speaker flip. After every 4th speaker, a 7-minute discussion break will be scheduled. Each of the prior 4 speakers should prepare to engage in the discussion for Q&A.

Running the Session

- Audio Visual Equipment. ASABE will provide a computer, laptop projector loaded with the latest version of Power point program, screen, podium and microphone. This is standard AV equipment. If additional equipment is required, headquarters must be notified three weeks prior to the meeting. Additional equipment cost may be the responsibility of the presenter/moderator.
- Stick to the Schedule. Since we have concurrent sessions, attendees plan their schedule accordingly. It is extremely frustrating to make plans for a certain talk only to find that you have missed it. If a speaker does not show up, moderators

can fill time by asking the preceding speaker to lengthen their talk, offer discussion, a break, or use other creative means of filling time.

This plan should be strictly implemented for the lighting talks sessions as well.

- At the close of your session please delete all of the presentations from the computer provided in the room. Do not allow participants or other attendees to download presentations to a memory device.
- Session Evaluation. Feedback from the attendees is very important for improving the technical program of future AIMs. Please encourage them to complete the survey about the 2025 AIM-found on the app
<https://na.eventscLOUD.com/esurvey/25survey>
- Complete the session evaluation online, listing estimated number of attendees, along with list of no shows (if any) and other comments you may have within 24 hours of the session. This is very important for improving technical sessions at the future AIMs and we appreciate your time and effort in completing this important step.
<https://na.eventscLOUD.com/esurvey/25moderators>

If you have questions, please contact your community program chair or ASABE: Jessica Bell 269-932-7029, bell@asabe.org