IEPEC Conference
Moderators
Cara Lee Mahany Braithwait
March / April 2015
Welcome! And Thank You

- IEPEC—since 1983 a resource for Professional Evaluators
- What makes us different—Peer reviewed abstract process and Peer reviewed papers
- What makes us really different?

YOU!
This Webcast Will Cover

- Your role and responsibilities
- Resources
  - Pre-event
  - On-site
- Review process
- Presentation forensics
- Marketing
Resources: Pre-Event

- For content/event issues:
  - Me—content (and I will direct questions to the chairs)
  - Kris—registration, fees, website
  - Teresa—for layout and technical production questions, i.e., font size, graphic insertion, etc.
Your Role and Responsibilities

- Central point for communications
- Final authority on paper submission
- Session leader
- Session “storyteller”
- Marketing role
Your Role: Central Point for Communications

- Introduce yourself (this should already be done) to your authors (conference call is best)
- Review timelines and expectations (on the web)
By April 1 (or thereabouts)
Author sends their paper to other authors.
They send reviews to you
## Moderator Review Questions

<table>
<thead>
<tr>
<th>Review Questions</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
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<tr>
<td>Should it be reviewed again by the Session Moderator prior to publication?</td>
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<td>Is it a new and original contribution?</td>
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<td>Does it give adequate references to related work? (Please suggest key references that were omitted.)</td>
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<td>Is it clearly presented and well organized?</td>
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<td>Does it contain material that might well be omitted? If so, what?</td>
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<td>Are the conclusions sound and justified?</td>
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<td>Are the illustrations and tables all necessary and adequate?</td>
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No later than May 1 (or thereabouts)
You compile comments and return papers to authors.

Diagram:

- Moderator
  Sends back comments

- \[\text{Comments} \]
  \[\text{Comments} \]
  \[\text{Comments} \]
  \[\text{Comments} \]
  \[\text{Comments} \]
Basics—Efficient Writing, Not “Lots of Writing”

- Maximum number of pages 12
- All authors can be listed, but presenting author should be the first listed
- All speakers have the Author’s Kit—it is also on the website
- We cannot accept late papers if they are to be published on the event CD. No paper, no podium—but always talk with me if warranted.
Your Author Wants to Know…

- Paper Format Instructions (layout, length, fonts, etc.)
- Reference Guide (how to cite a reference)
- Your Paper Should Look Like This
- IEPEC Conf Paper Check List
If you have a problem paper…

Email to samb@caenergy.com
Last Review of Papers
PDF paper due to you June 22

Email to samb@caenergy.com
Final PDF Papers
due to us no later than June 26th

Moderator

Email papers and session summary sheet to iepec@caenergy.com
Paper PDF Review Process

- Be sure that they have **not included** any page numbers, track changes, comments (you might be surprised at what we get), etc.
- Your next job is to provide us with a session summary sheet no later than June 26.
Your One Page Write-Up

SESSION # (admin use only)
SESSION TITLE (IN ALL CAPS)

Moderator: Jane Peters, Research Into Action

PAPERS:

Enter Title of Paper

Enter All Authors, First Name, Middle Initial, Last Name, Affiliation
Your Role: Presentations

- In late June/July, begin presentation work
- Discuss the format of the session
- Note time constraints
- Review the PowerPoint presentations
  - rule of thumb: no more than 3-4 bridge slides (title, outline, conclusions and 8 content slides max!)
- All authors send you a final electronic copy of their presentation (if possible....)
Presentation Forensics: Moderator

- Rule One: Time waits for no-one, you have a 90-minute session
  - Start on time—don’t wait!
  - Spend the first 5 minutes with:
    - Why this session is important to evaluators
    - Who the speakers are and what they will talk about and what participants should listen for (45 seconds per paper)
    - What the rules are—20 minutes per speaker, questions at ????
    - You now have only 85 minutes left

- Introduce first, second and third speaker—there is now only 80 minutes left
Presentation Forensics: Moderator (cont.)

With general admin, speaker’s presentations, time required for moving speakers up and down, closing remarks, you will have around 14-16 minutes for questions and discussion—make the most of this time.
Presentation Forensics: Moderator

- Problems: Speaker won’t quit:
  - The audience can SEE that they have run out of time
  - Get up and stand next to them
  - Move them over and suggest that folks talk with them after the session
Presentation Forensics: Moderator

- Wake up the audience? Have questions to get a discussion rolling ready at hand
- Repeat questions to assure that everyone has heard and you have heard the question correctly—no grandstanding with statements
- General Problems? Equipment?—contact us ASAP
Resources: On-Site

- Registration Desk—printer, phone, computer (not for personal use, but for emergencies)
- Table at rear for materials
In your room:

- Table and four chairs, two table mics
- Podium, hard wired mic and a wireless mic
- Laser pointer
- Electronic timer
- Data projector
- Computer!!!!!!

Please post your presentations on the computer in your session room in the file folder with your session title on it as soon as you can.
Your Room’s Computer Desktop

- Tuesday 10:30 – 12:30 Session 5: Don’t Walk on Thin Ice
  - Sholts ppt
  - Chitwood ppt
  - Braithwait ppt

- Tuesday 1:30 - 3:00 Session 10: You Will Get Wet
  - Chapman
  - Roberts
  - Kelly
Register for the Conference and…

- By June 3: $635 Early Bird
  - Register and pay your registration fee (remind speakers too)
  - http://www.iepec.org
Marketing

- Help us highlight your role and put colleagues in the audience
- Add our website link to your signature block

Example:

Cara Lee (Sam) Mahany Braithwait
IEPEC Conference Coordinator
608-231-2552
IEPEC--Resources for Professional Evaluators since 1983 Please visit: http://www.IEPEC.org