



# IEPEC Conference Moderators

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APRIL 2017



# Welcome! And thank you

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

# This Webcast Will Cover

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

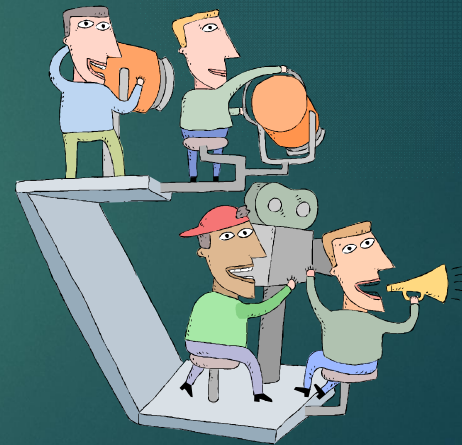
# Resources: Pre-Event

- ▶ 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

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- ▶ Central point for communications
- ▶ Final authority on paper submission
- ▶ Session leader
- ▶ Session “storyteller”
- ▶ Marketing role



# Your Role: Central Point for Communications

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- ▶ Introduce yourself (this should already be done) to your authors (conference call is best)
- ▶ Review timelines and expectations (on the web)

# Timeline

**By March 1** Your moderator should have contacted you regarding your paper and the session. If you have not heard from your moderator, be proactive and contact your moderator!

**By April 14** You should e-mail your draft paper to your moderator and your fellow session authors. At the same time, you should receive papers from these colleagues—if you don't get papers, please contact your moderator.

**By April 28** Your moderator is responsible for compiling the comments from your fellow session authors and working with you to incorporate these comments into your final draft.

**May 19** Send your revised paper to your moderator.

**By May 26** Your moderator will let you know if he or she has any questions/concerns regarding the disposition of the comments and if another revision is needed.

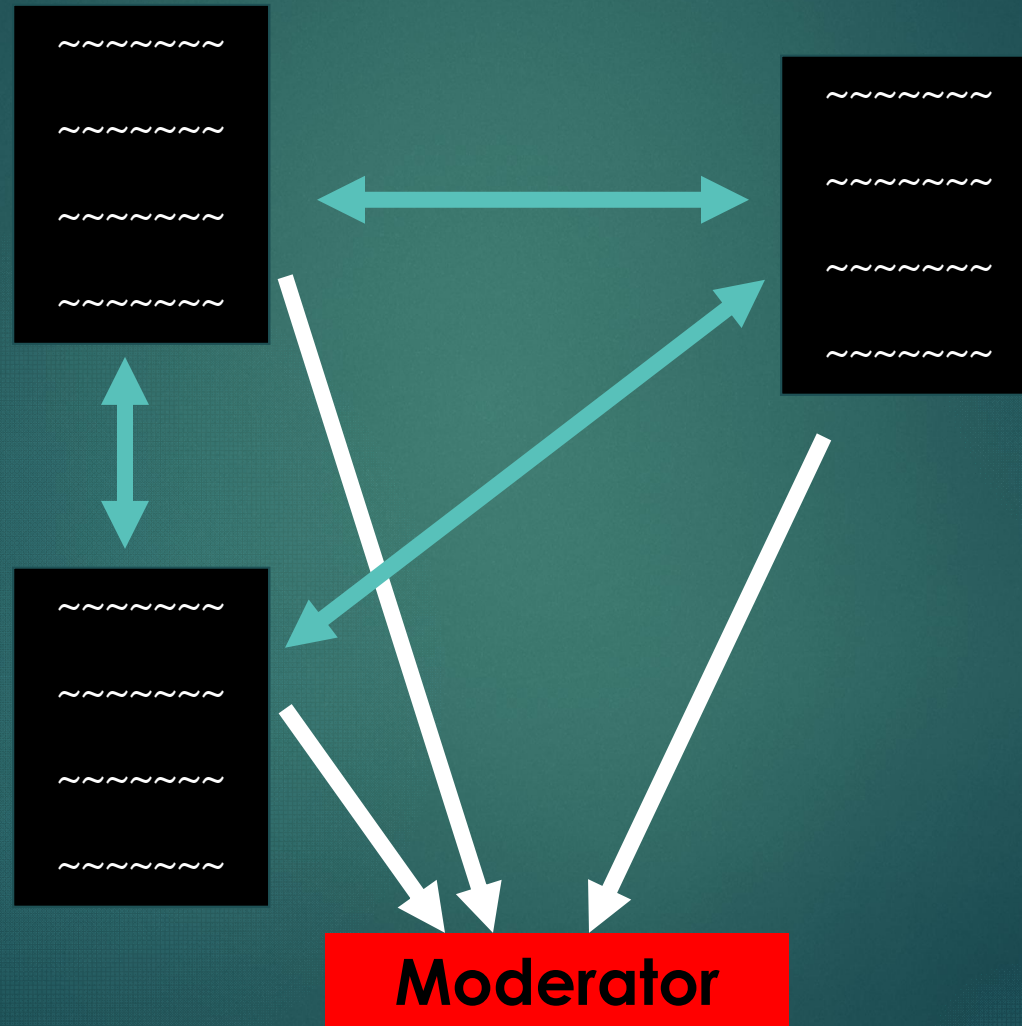
**June 23** Your final PDF submission is due to your moderator. Please note: No paper, no podium.

**By June 30** Moderators will submit all papers for their session in PDF format. Moderators will also submit their session summary in MS Word format. Email them to the conference coordinator, Cara Lee Mahany Braithwait (IEPEC@caenergy.com)

By April 14 (or thereabouts)

Author sends their paper to other authors

They send reviews to you

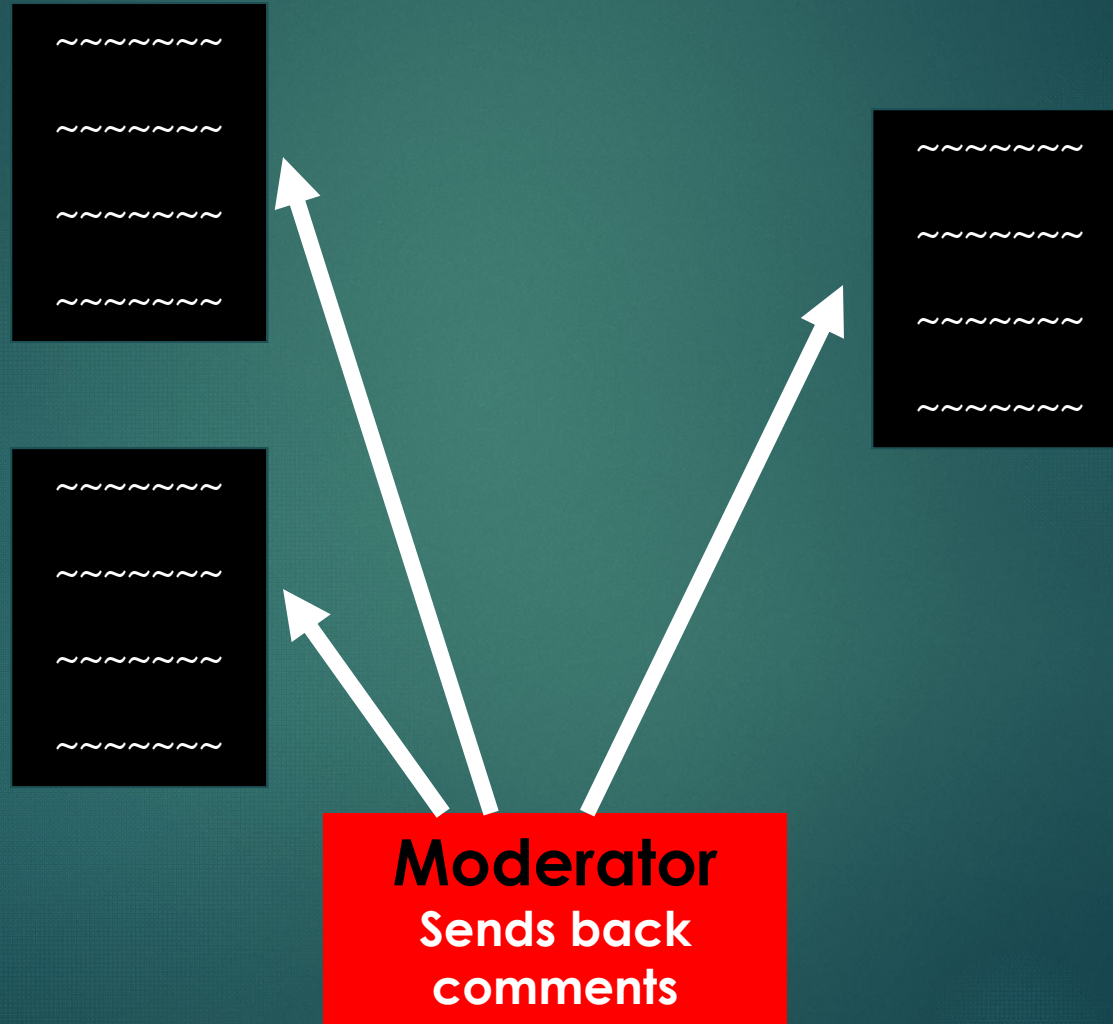




# Review Questions

Review Questions	Yes	No	Comments
Should it be reviewed again by the Session Moderator prior to publication?			
Is it a new and original contribution?			
Does it give adequate references to related work? (Please suggest key references that were omitted)			
Is it clearly presented and well organized?			
Does it contain material that might well be omitted? If so, what?			
Are the conclusions sound and justified?			
Are the illustrations and tables all necessary and adequate?			

No later than April 28 (or thereabouts)  
You compile comments and return  
papers to authors



# 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

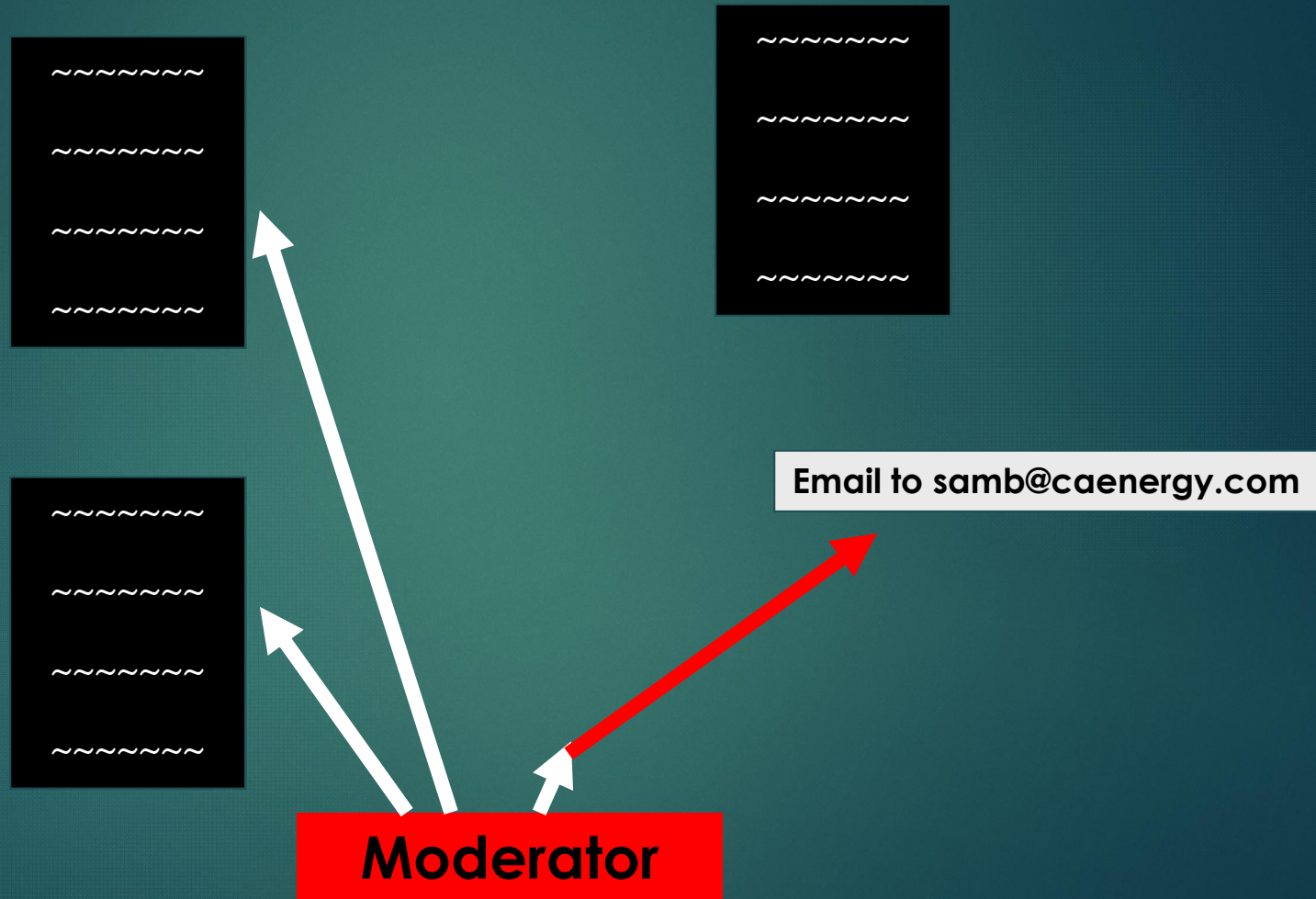
# Your author wants to know...

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Answers are on the website, left navigation bar titled “presenter resources”:

<https://www.iepec.org/?p=9057>

# If you have a problem paper...



# By June 23, check

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- ▶ Be sure that they have **not included** any page numbers, track changes, comments (you might be surprised at what we get), etc.
- ▶ The paper is a pdf
- ▶ Your next job is to provide us with a session summary sheet no later than June 30

# Your One Page Write-up

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**SESSION # (admin use only)**

**SESSION TITLE (IN ALL CAPS)**

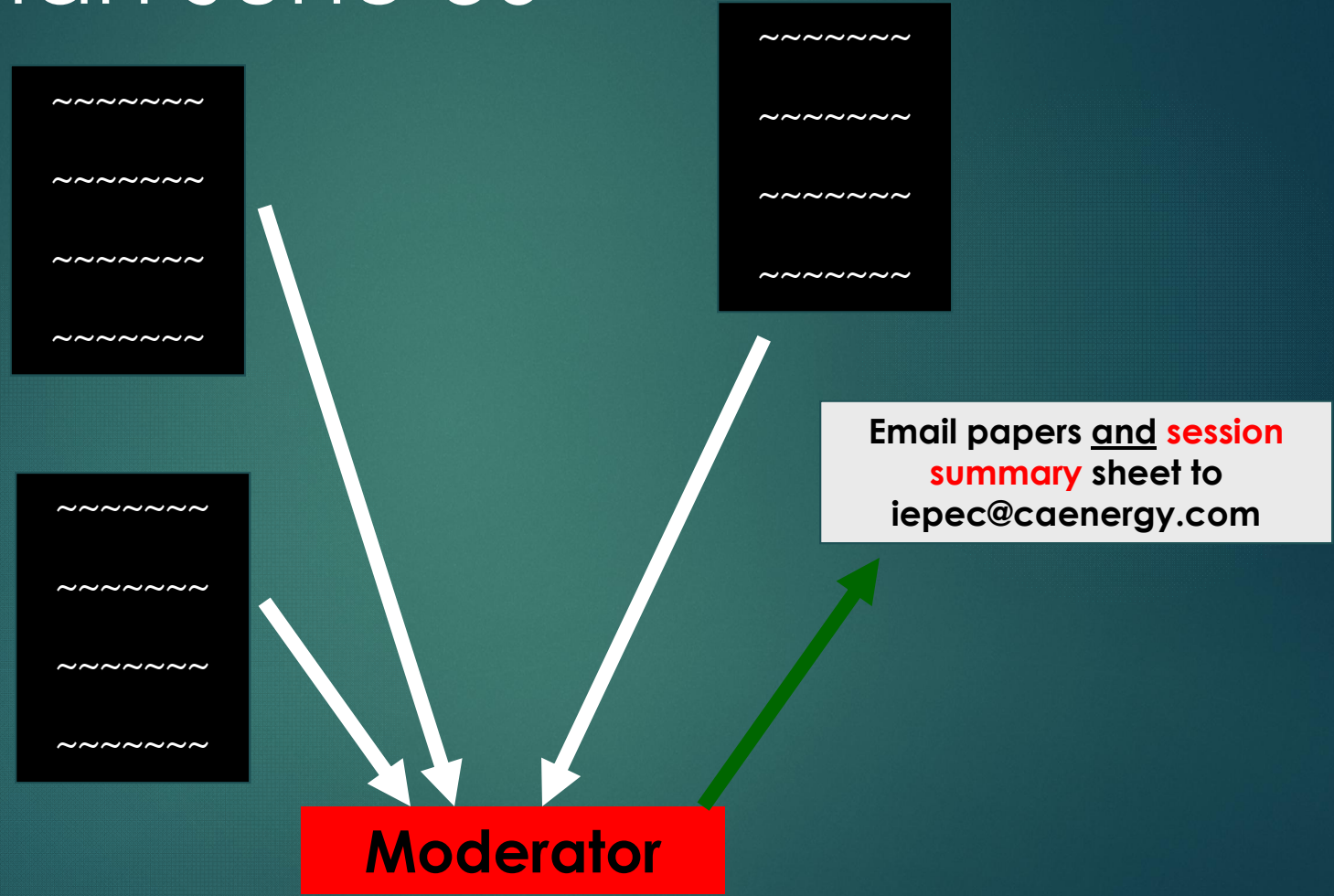
*Moderator: Jane Peters, Research Into  
Action*

**PAPERS:**

**Enter Title of Paper**

Enter All Authors, First Name, Middle Initial,  
Last Name, Affiliation

# Final PDF papers due to us no later than June 30





# Your Role: Presentations

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- ▶ In late June/July, begin presentation work
- ▶ New this year, we will have a speech coach available for 45 lucky speakers who want some tips on how to make a great presentation



# Engage and Persuade

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- ▶ How to move your talk from information to imagination
  - ▶ Limited to 15 per session, 3 sessions
  - ▶ Encourage your authors to sign-up!
  - ▶ Scheduling for June
- 
- ▶ <http://www.katepeters.com/books.php>



90 minute workshop demonstrates how to turn spreadsheet-wielding speakers into transformational spokespersons

- ▶ The fail-proof starting point for a great talk
- ▶ Finding your point when you have so much to say
- ▶ What speakers often forget and audiences always remember
- ▶ The essential components that engage and incite action
- ▶ How to build all of this into a memorable talk
- ▶ Be prepared to take notes and ask questions.

# Confirm Presentation Rules of the Road

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- ▶ 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

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- ▶ 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 of your 90 minutes left**

# Presentation Forensics

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With general admin, speaker's presentations, time required for moving speakers up and down, closing remarks, you will have around 14 minutes for questions and discussion—make the most of this time

# Presentation Forensics: Moderator

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- ▶ 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

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- ▶ 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



# Resources: On-Site

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- ▶ Registration desk—printer, phone, computer (not for personal use, but for emergencies)
- ▶ Table at rear for materials

# Resources: Presentation Room

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- ▶ 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

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- ▶ 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.ppt
  - ▶ Roberts.ppt
  - ▶ Kelly.ppt

# Register for the Conference and...

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- ▶ *By May 21: \$635 Early Bird*
  - ▶ Register and pay your registration fee (remind speakers too)
  - ▶ Bay Cruise only costs \$20 at this time—after early bird the price increases
  - ▶ <http://www.iepec.org>

# Marketing

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- ▶ 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>

# Papers are due to us in

- ▶ Papers are due