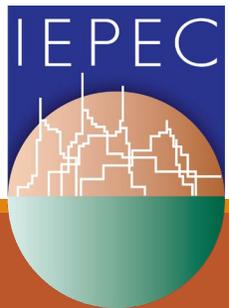


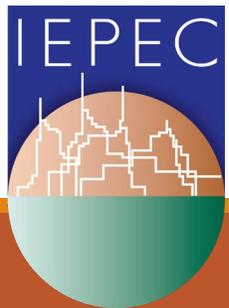
IEPEC 2025

Moderator Training



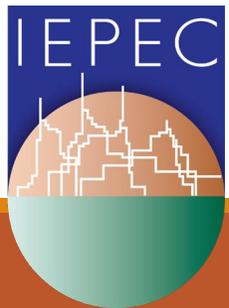
Welcome and Thank You

- IEPEC cannot happen without you! Thanks for volunteering your time.
- IEPEC Moderators play a key role in the success of IEPEC
 - Peer reviewed abstract process
 - Peer reviewed paper and presentation process
 - Gatekeepers of quality content



Agenda

- Role of the Moderator
- Moderator Responsibilities – before the conference
- Moderator Responsibilities – at the conference
- Schedule
- Q&A



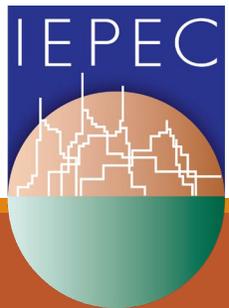
Role of the Moderator

First and foremost: You ensure the quality of the papers and presentations in your session

Also:

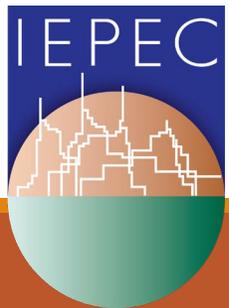
- Create cohesion of the session
- Create interest in the session
- Provide mentorship to newer writers/speakers
- Make sure the audience has a good time

Ask questions of us if you aren't sure if something is part of your role as moderator



Moderator Responsibilities – before the conference

- Understand your role (see above)
- Stage the session (part 1)
- Help people be prepared
- Help people get to know each other
- Coordinate peer reviews
- Provide paper/presentation review
- Make sure everything is ready to go



Before the conference (1)

Stage the session (part 1)

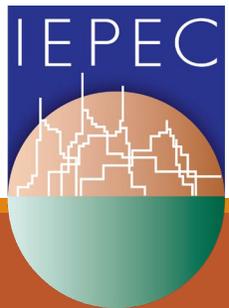
- Provide a title and description
- Order of speakers
- Update as needed

Help people be prepared

- Set expectations about review process
- Ensure all speakers are aware of the session format, deadlines and guidelines

Help people get to know each other

- Try to get everyone on a call before draft papers are due and again before the conference to talk about presentations
- Also good for networking



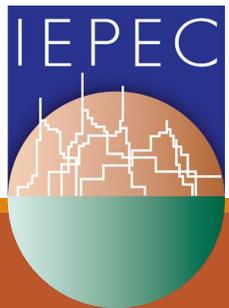
Before the conference (2)

Get familiar with and communicate the upcoming deadlines

- Meeting our deadlines is **crucial**
- There is *some* flexibility to adjust the draft review deadlines to fit you and your session authors' schedules

Coordinate peer reviews

- All authors review all other papers in the session
- Make sure reviewers understand the assignment and its importance
- Make sure peers follow through on their review
- Make sure comments remain anonymous





International Energy Program Evaluation Conference Review Form for Papers

This is a PDF form to be filled out electronically, saved and then emailed to the Moderator.

Reviewer:

Paper Title:

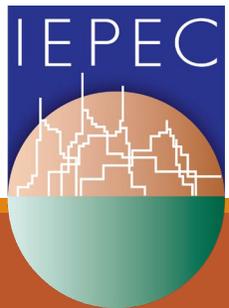
Should this paper be published in the Proceedings of the 2025 IEPEC Conference?

Yes, but with minor revisions

Yes, but only with major revisions

No

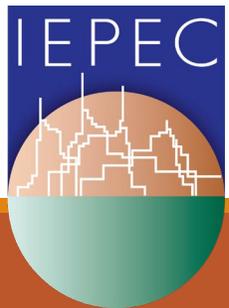
Review Questions	Yes	No	Comments
Should it be reviewed again by the Session Moderator prior to publication?	<input type="checkbox"/>	<input type="checkbox"/>	
Is it a new and original contribution?	<input type="checkbox"/>	<input type="checkbox"/>	
Does it give adequate references to related work? (Please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



Before the conference (3)

Provide paper/presentation review

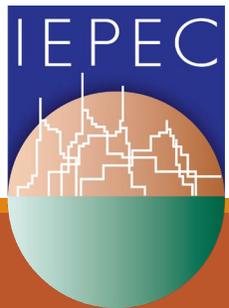
- If you need another person as a subject matter expert, identify early and find someone
- Give a thorough review and tips for strengthening
- You have the authority to decide a paper should be dropped (reach out to Sarah and Kisha before taking that step)
- Think about what a presentation will look like and suggest important points
- Make sure slides are good – clear, compelling, not too much content



Before the conference (4)

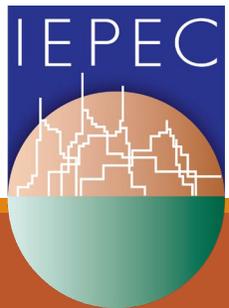
Make sure everything is ready to go

- Register for the conference
- Get final papers to Kisha by deadline (kisha@iepec.org)
- Get final slides to Kisha by deadline
- Get presenter bios to use for intros
- Prepare opening comments or slides to frame the session before presentations – just 1-2 minutes of scene setting
- Practice your part



Moderator Responsibilities – at the conference

- Stage the session (part 2)
- Navigate technical difficulties
- Start on time with introductions
- Keep everyone on time
- Facilitate questions/discussion
- Encourage connections
- Thank speakers and the audience



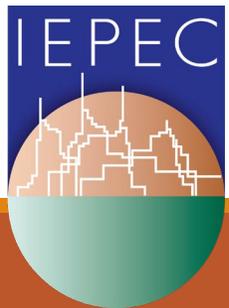
At the conference (1)

Stage the session (part 2)

- Arrive at your session 15 minutes early
- Make sure everything is set on the laptop
- Make sure presenters know their order and have name cards
- Make it fun! Bring some levity/energy

Navigate technical difficulties

- There should be an AV assistant
- Test as much as you can before you start



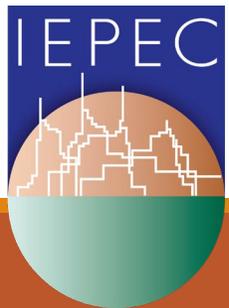
At the conference (2)

Start on time

- Know ahead of time how much time you've allotted for each speaker and for Q&A
- Briefly introduce yourself first and then the speakers, and use your slides/opening comments

Keep everyone on time

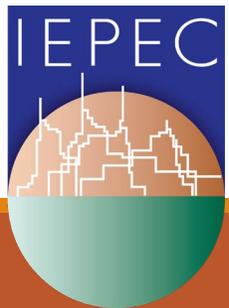
- Important for fairness to all presenters and the audience
- Have a signal for time remaining and make sure presenters understand what the signal means
- If people are running long and ignoring signals, stand up next to them
- If standing up doesn't work, interrupt



At the conference (3)

Facilitate questions/discussion

- Tell the audience up front how you want to handle questions
- Let them know if they need to use a mic or who will call on hands
- Ask people to state name/org, ask presenter to restate question if hard to hear
- Prepare some questions to ask if there are crickets
- Keep things moving if a question/answer rambles
- Can help to walk around the room with the mic



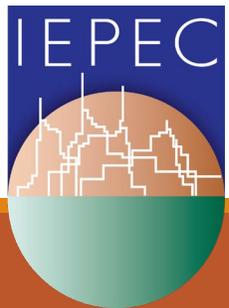
At the conference (4)

Encourage connections

- Encourage people to read the papers
- Encourage people to reach out to one another, or visit after the session to talk more
- Plug next sessions or receptions

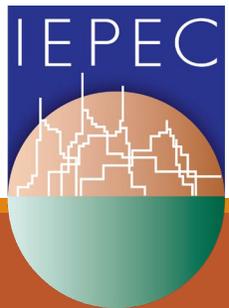
Thank speakers and the audience

- Recognize the effort and impacts of presentations, papers and reviews



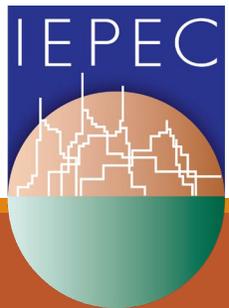
Schedule

Date	Item
May 19-30	Moderators contact and coordinate with session authors
May 20	Moderator information session (recording will be shared)
June 16	Draft papers due to moderators
June 30	Bios and photos are due
July 3	Peer reviews are completed
July 15	Moderator and peer review comments due back to authors
July 15	Final session titles and description due to kisha@iepec.org
July 31	Register for the conference and make your hotel reservations
August 1	Revised papers due to moderators
August 15	Final moderator comments due to authors
August 29	Final papers due to kisha@iepec.org
September 15	Draft presentations due to moderators
September 26	Final presentations due to moderators and kisha@iepec.org

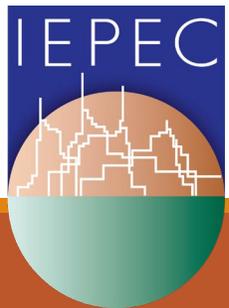


Resources

- Visit the IEPEC website (www.iepec.org) for a one stop shop for all information related to the conference (agenda, sponsors, hotel, and registration information)
- For questions related to the content of the papers or presentations, contact Kisha Gresham (kisha@iepec.org)
- For information related to the paper structure or format, templates, guidelines, deadlines, or other speaker tips, visit the [Presenter Resources page](#) on the IEPEC website



Questions?



Thank you!

