

Ocean Sciences Meeting Oral Session Moderator Training



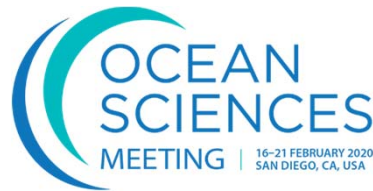
OSM would like to assure that all meeting participants feel safe, welcomed, and included, and that our meeting promotes and helps reflect diversity, inclusion, and excellence in science.

Prior to your session:

- Check the [online program](#) for any changes or updates.
- Refer to the [AGU Ethics and Equity Center](#) for guidance on issues you may face as a session moderator.
- Familiarize yourself with the pronunciation of presenter names and affiliations.
- Ensure that all speakers are treated equally and have their fully allotted time.



- Co-authors and approved presenters may present the paper.
- No new presentations may be added to the session.
- A complete session listing, including speaker name and time of presentation, will be available in each session room at the podium.



- Each oral session room is equipped with computer projection equipment.
- Speakers cannot connect laptops to the computer projectors in the meeting rooms.
- All speakers must load their presentation in advance in the Speaker Ready Room.



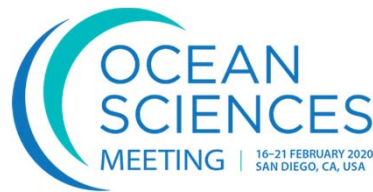
- Oral session rooms do not have a dedicated A/V technician assigned to the room. A/V technicians will monitor the rooms and are stationed in the hallway outside the rooms.
- Prior to the start of each session, an A/V technician will introduce themselves and provide assistance, if needed.
- You should familiarize yourself with the location of lighting controls for the room, in case the lights need to be adjusted.

- As moderator, you must keep the session on schedule. If there are problems with a computer presentation, please contact an A/V technician immediately.
- Do not go to the next presentation, and do not allow session overruns while a projectionist is trying to solve these problems.



- Use any reasonable means to stop a speaker who has exceeded the allotted time. The session **must** stay on schedule so that individuals who are presenting a paper or individuals who wish to hear a specific talk may do so at the time indicated in the program.
- You may interrupt speakers in order to ask them to speak more audibly, slowly, or clearly; to face the audience; to briefly explain the message of an illegible slide; or to address any inappropriate content or behavior.

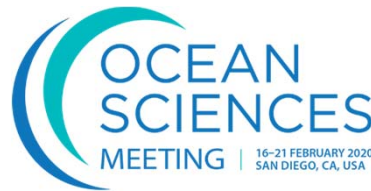
- If a paper has been withdrawn or a speaker does not appear, either call for discussion of previous papers in that session or call a recess.
- **Do not start the next paper until the time listed in the program.** Please note any no-show authors on the Moderator Evaluation that will be provided to you by email.



- The moderator, not the speaker, conducts the discussion by recognizing participants on the floor.
- Make an announcement that questions will only be taken if there is time for Q&A.
- During discussions, ask participants to identify themselves and speak audibly so the audience can hear the questions as well as the replies. If the question is not asked into a microphone, the moderator should repeat the question for everyone to hear.
- Please be sure to recognize and call on diverse questioners over the course of a session.
- Please be aware of signs of aggressive questioning which may border on bullying, especially if directed towards students or early career scientists. Please intervene in real time if you witness such behavior. Refer to the [AGU Ethics and Equity Center](#) for guidance on issues you may face as a convener or session chair.



- If a paper draws no questions from the floor, you are encouraged to ask questions in an attempt to stimulate discussion, if time allows.
- On the other hand, some papers elicit more than the usual number of comments; judge accordingly.



- To maintain the schedule, it may be necessary to defer lengthy discussions to the end of the session or to suggest that the discussion be continued in private, once the session has ended.
- Due to safety regulations, attendees **may not** sit in the aisles. Please encourage attendees entering the session in between presentations to move to the center of the room to make space for late arrivals. This will allow for the maximum number of attendees at the session.

- An online Moderator Evaluation will be provided to you by email. Please be sure to complete it as soon as your session is over to provide valuable feedback. This includes an assessment of the session's attendance as well as any paper listed in the program, but not presented.



OSM has updated its [photography and social media guidelines](#). Photos are allowed for personal use in all settings, including scientific sessions, unless the presenter indicates otherwise.

Presenters can do this by displaying a digital “No Photos” image on their slides or poster. This image is available for [download](#) on the Ocean Sciences Meeting website.

This information is displayed throughout the presenter guidelines.



All speakers are required to check into the Speaker Ready Room at least **24 hours** before their presentation, even if they have uploaded their presentation online.

Speaker Ready Room Locations and Hours

Location: 16A, Mezzanine (Sunday-Friday)

Hours:

Sunday: 3:30 P.M. - 7:00 P.M.

Monday - Thursday: 7:00 A.M. - 6:00 P.M.

Friday: 7:00 A.M. - 4:00 P.M.



Audiovisual and Equipment

Each session room is equipped with a presentation Windows PC and a Mac. A switcher is provided to allow display of either machine to the audience. A local monitor is provided and will mirror what the audience sees. (Presenter View is not supported).

PC Configuration

- Processor: a minimum Core i7 2.93 GHz
- 8 GB RAM
- 1920 x 1080 at 24 bit color depth (16:9 High Definition)
- Microsoft Windows 10 Professional (fully updated)
- Microsoft Office 2016 Professional (fully updated)
- Windows Media Player (Version 12)
- Flash Player (Latest Version)
- Adobe Acrobat Reader (Latest Version)

Mac Configuration

- Processor: a minimum Core i7 2.3 GHz
- 8 GB RAM
- 1920 x 1080 at 24 bit color depth (16:9 High Definition)
- Mac OS 10.13.x High Sierra – released October 2017
- Microsoft Office 2016 for Mac (fully updated)
- Apple Keynote 8.2 or later (fully updated)
- Flash Player (Latest Version)
- Preview for PDF Viewing

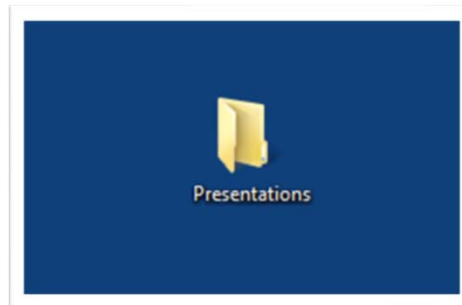
Audiovisual and Equipment

- When presenters check in to the Speaker Ready Room, they will confirm whether they will be presenting from the **Mac** or the **PC** in the session room. The presentation will only be loaded onto one of the two presentation machines in the session room.
- Presenters can review their presentation on a preview station to ensure that everything runs properly. The configuration of the preview stations exactly matches the presentation machines in the session rooms.



Audiovisual and Equipment

All the presentations for your session will be loaded into the presentations folder on the desktop of the presentation computers in the room.



Audiovisual and Equipment

- Within the Presentations folder, each presentation is contained within its own folder that is named for the Day, Room, Presentation Time, and the Presenter's Last Name:

Day.Room.Time.Lastname

- If the person is presenting from the Mac, then their folder will also have an appended ".Mac" to the folder name. For example:
Day.Room.Time.Lastname.Mac
- **PC presentations will only be loaded onto the PC. Mac presentations will only be loaded onto the Mac.** As a reminder, we create an empty folder on the PC for each Mac presentation and name it "On Mac" (and their file will only be on the Mac). If you cannot locate a presentation, please check both folders.
- The following slide has examples of both the PC and Mac presentations folders.

Audiovisual and Equipment

PC Presenters:

Day.Room.Time.LastName

Name

- Tue.2005.0800.Fleitmann
- Tue.2005.0815.Wickens
- Tue.2005.0830.Affek.On Mac
- Tue.2005.0845.Fairchild
- Tue.2005.0900.Kelly
- Tue.2005.0915.Rowe
- Tue.2005.0930.Buckles
- Tue.2005.0945.Miller.On Mac

Mac Presenters:

Day.Room.Time.LastName.Mac

Name

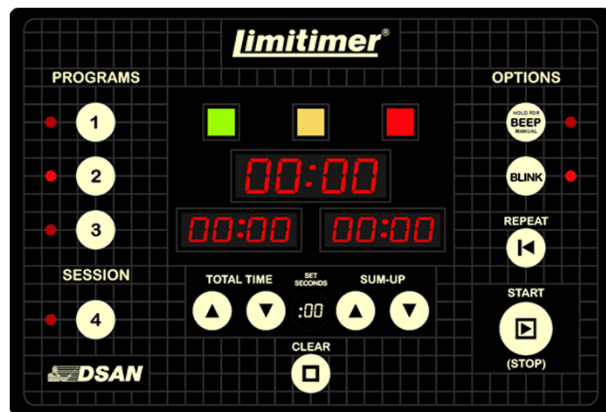
- Tue.2005.0830.Affek.Mac
- Tue.2005.0945.Miller.Mac

Audiovisual and Equipment

- If your session is comprised of 15-minute talks (as in the previous example) then that means that each presenter has approximately **12 minutes for their presentation, 2 minutes for wrap up and questions, and 1 minute for transition to the next presentation.**
- In order to stay on time, we recommend that you load each presentation yourself and put it into slide show mode (or full screen if a PDF) while you introduce the presenter. This will create an order to the session and ensure that each presenter stays within their time constraints.
- A speaker timer is provided, which you may use to assist in timekeeping for your session.

Audiovisual and Equipment

The speaker timer should already be pre-programmed for 12 minutes total time with 2 minutes to sum up. An A/V technician can assist you with programming the unit if necessary. The remote unit (pictured on the right) sits directly on the podium.



Audiovisual and Equipment

Each presentation computer has an attached local computer monitor which is proximate to the podium for the presenter to see while they are presenting. As stated earlier, this monitor will show exactly what the audience sees and there is no accommodation for "Presenter View" (to show notes on that monitor while presenting).

A switcher is provided in each room which will allow you to display either the presentation PC or presentation Mac to the audience screen. The PC will be connected to Input 1 and the Mac will be connected to Input 2.



Audiovisual and Equipment

Each presentation computer has an attached keyboard and mouse which can be used to control the computer and advance the slides. The keyboard and mouse for each system has a USB extension on it to enable them to be placed on the podium for presentation.

The PC keyboard and mouse are black and the Mac keyboard and mouse are white for easy identification.



Audiovisual and Equipment

- Each session room is outfitted with podium and lavalier wired microphones.
- Please ensure that all presenters use a microphone at all times while giving their presentation
- The clip-on lavalier microphone is a good option for presenters who may turn towards the screen or move away from the podium at any time during their talk. Please ask all presenters to remove their badge prior to clipping on the lavalier as this helps eliminate background noise.
- Please repeat any audience questions through

Audiovisual and Equipment

- Each presentation computer has an audio connection into the house PA system to accommodate audio playback during the presentations.
- Please check with each of your presenters to see if they require audio with their presentation and then check the audio level before your session starts.
- Audio levels can vary greatly from one file to the next and it is likely that the computer audio levels have been adjusted by previous presenters to accommodate their particular needs.
- An A/V technician will be happy to assist in setting the optimal audio levels for the presentations prior to the start of your session.

Audiovisual and Equipment

- Each session room has a laser pointer which can be used by the presenter to highlight specific items on their slides.
- When you arrive at your session room, please make sure the laser pointer is still in the room and hasn't inadvertently been removed by someone in the previous session. An A/V technician can bring a replacement unit if needed.
- Please discourage the use of the laser pointer and encourage the presenter to use their mouse cursor instead. This is an effective way of highlighting items of interest.



**Thank you for moderating an
oral session at the
Ocean Sciences Meeting!**

