



22<sup>nd</sup> Annual College and University  
**Hazardous Waste Conference**  
**August 8-10, 2004**



**The Hotel Roanoke & Conference Center  
Roanoke, Virginia**



[www.ehss.vt.edu](http://www.ehss.vt.edu)



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*for a* **greener tomorrow**

**Technical Sessions  
Moderator Guide**

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**List of Moderators**  
(as of 8/3/04)

<b>Monday, August 9<sup>th</sup></b>	<b>Primary Moderator</b>	<b>Secondary Moderator</b>
<b>Panel Discussion</b> <b>10:30am-12:00pm</b> Roanoke Ballroom ABCD	Adam Steinman <ul style="list-style-type: none"> <li>▪ Woodard and Curran</li> <li>▪ <a href="mailto:asteinman@woodardcurran.com">asteinman@woodardcurran.com</a></li> <li>▪ 800-426-4262</li> </ul>	
<b>Track A</b> <b>1:30-4:00pm</b> Crystal Ballroom ABC	James Cecill III (Jamey) <ul style="list-style-type: none"> <li>▪ Brigham Young University</li> <li>▪ <a href="mailto:Jamey@byu.edu">Jamey@byu.edu</a></li> <li>▪ 801-422-6156</li> </ul>	Lisa Bognar <ul style="list-style-type: none"> <li>▪ University of Notre Dame</li> <li>▪ <a href="mailto:ldahl@nd.edu">ldahl@nd.edu</a></li> <li>▪ 574-631-5037</li> </ul>
<b>Track B</b> <b>1:30-4:00pm</b> Roanoke Ballroom FGH	Lynnette Robinson <ul style="list-style-type: none"> <li>▪ Triumvirate Environmental, Inc.</li> <li>▪ <a href="mailto:lrobinson@triumvirate.com">lrobinson@triumvirate.com</a></li> <li>▪ 617-628-8098 x226</li> </ul>	Dave Burke <ul style="list-style-type: none"> <li>▪ Triumvirate Environmental, Inc.</li> </ul>
<b>Track C</b> <b>1:30-4:00pm</b> Crystal Ballroom DE	Mike Miller <ul style="list-style-type: none"> <li>▪ Virginia Commonwealth University</li> <li>▪ <a href="mailto:mrmiller@vcu.edu">mrmiller@vcu.edu</a></li> <li>▪ 804-828-2596</li> </ul>	Brian Stenson <ul style="list-style-type: none"> <li>▪ Northwestern University</li> <li>▪ <a href="mailto:b-stenson@northwestern.edu">b-stenson@northwestern.edu</a></li> <li>▪ 847-491-5581</li> </ul>
<b>Tuesday, August 10<sup>th</sup></b>	<b>Primary Moderator</b>	<b>Secondary Moderator</b>
<b>Track A</b> <b>8:30am-12:00pm</b> Crystal Ballroom ABC	Adam Peters <ul style="list-style-type: none"> <li>▪ University of Virginia</li> <li>▪ <a href="mailto:adam@virginia.edu">adam@virginia.edu</a></li> <li>▪ 434-982-4908</li> </ul>	David Levandoski <ul style="list-style-type: none"> <li>▪ University of Delaware</li> <li>▪ <a href="mailto:D_Levandoski@facilities.udel.edu">D_Levandoski@facilities.udel.edu</a></li> <li>▪ 302-831-8274</li> </ul>
<b>Track B</b> <b>8:30am-12:00pm</b> Roanoke Ballroom FGH	Tracy Arwood <ul style="list-style-type: none"> <li>▪ Mississippi State University</li> <li>▪ <a href="mailto:tarwood@research.msstate.edu">tarwood@research.msstate.edu</a></li> <li>▪ 662-325-3294</li> </ul>	David Rosenbaum <ul style="list-style-type: none"> <li>▪ Clean Harbors</li> <li>▪ <a href="mailto:drosen@helix.nih.gov">drosen@helix.nih.gov</a></li> <li>▪ 301-402-0678</li> </ul>
<b>Track A</b> <b>1:30-3:00pm</b> Crystal Ballroom ABC	Nick Williams <ul style="list-style-type: none"> <li>▪ University of Oregon</li> <li>▪ <a href="mailto:nwilliam@uoregon.edu">nwilliam@uoregon.edu</a></li> <li>▪ 541-346-3197</li> </ul>	Jennifer Bedell <ul style="list-style-type: none"> <li>▪ University of Illinois at Urbana-Campaign</li> <li>▪ <a href="mailto:jbedell@uiuc.edu">jbedell@uiuc.edu</a></li> <li>▪ 217-244-0416</li> </ul>
<b>Track B</b> <b>1:30-3:00pm</b> Roanoke Ballroom FGH	Patrick Wolfe <ul style="list-style-type: none"> <li>▪ University of Maryland, Baltimore</li> <li>▪ <a href="mailto:pWolf@ehs.umaryland.edu">pWolf@ehs.umaryland.edu</a></li> <li>▪ 410-706-7207</li> </ul>	Bill Diesslin <ul style="list-style-type: none"> <li>▪ Iowa State University</li> <li>▪ <a href="mailto:wmdiess@iastate.edu">wmdiess@iastate.edu</a></li> </ul>

Thank you for your willingness to serve as a moderator during the 2004 College and University Hazardous Waste Conference. This is a great opportunity for you to facilitate the sharing of knowledge and information with your colleagues. The following is intended to help you with this important role.

## **Introduction**

The role of the moderator is to ensure that the session runs smoothly and professionally. Your ability to do so will greatly reinforce the content and message of each session. The following information is intended to assist you in your efforts.

## **Technical Sessions**

Each technical session/track has been assigned a primary and a backup moderator. If the primary moderator is unable to fulfill their role, then the backup should be ready to fill in. Please make sure you contact your fellow moderator so you may introduce yourself and work out a method of communication in case the primary moderator needs help.

**The Speaker/Moderator meeting scheduled for Sunday, August 8<sup>th</sup> from 5-6pm in the Buck Mountain Room is intended to allow time for this as well as to meet the speakers assigned to your particular session.** All moderators should try and make it to this meeting.

## **Preparing Your Speakers**

The moderator should prepare all speakers in their assigned technical session so that they clearly understand what is expected of them. Moderators should talk with all their session speakers to confirm:

- their name, title, organization name, and title of presentation;
- the time and location of their presentations;
- the amount of time allotted for each presentation; and
- how early they should arrive to the designated room to make a final check and load their presentations onto the computer.

From the beginning, it is important to be precise and firm with speakers about the amount of time allowed for their presentations and the methods you will use to let them know how much time is left. Most speakers will try to comply with the time limits, but few will actually be aware of their pace during their presentation. It is important that you have a technique in mind for keeping the session on track.

## **Preparing the Session Room**

Please arrive **15-30 minutes** before the session begins to do the following:

- Check that all speakers are present and that their presentations have been loaded onto the computer. Consult speakers about any questions regarding pronunciation of names and institutional affiliations. Remind the speakers what system you will use to warn them of time remaining.

- Although it is not the moderator's responsibility to solve technical problems, please acquaint yourself with the equipment that will be used and the lighting system.

### **Beginning the Session and Introducing Speakers**

Begin the session on time, even if people are still entering the room and looking for seats. At the beginning of the session, or a minute or two ahead of time, introduce yourself and the topic of the session. Also, point out the emergency exits for each room in the event of a fire.

Please keep introductions brief. It is sufficient to give the speaker's name, title, institutional affiliation, and the title of their presentation. If you know the person well, a brief anecdote is OK, but be mindful of the time.

### **Time Schedules for Sessions**

Before the session begins, be sure to account for all of your speakers. **Each speaker has 30 minutes for presentation and 10 minutes for questions and answers for a total time of 40 minutes.** Review the conference schedule to familiarize yourself with the break and lunch times that should be announced as they approach.

### **When a Speaker Runs Over Time**

A speaker talking beyond their time limits can be a problem. It is discourteous to the other speakers and creates problems for the entire session schedule as well as the events planned outside the session. Finding a diplomatic way of ending a long presentation is a challenge. Some tips that may help:

- ***Alert Speakers to Time Limits*** Hopefully, this was completed at the Speaker/Moderator Meeting or prior to the session. If the speaker is forewarned of your technique for ending an over-time session, they are more apt to respect your method when you have to use it.
- ***Remind Speakers*** Before the session begins, remind the speakers of their time limit and tell them you will signal them as they come to the end of their time.
- ***Techniques for Alerting*** Use a technique to alert the speaker they are nearing the end of their time. For example, five and then at two minutes before the end of time, pass the speaker a slip of paper with the amount of time left on it, or gently say "five minutes" and "two minutes".
- ***Ending the Presentation*** Use other techniques to end a presentation. Standing up is useful and not too offensive. Make sure to use a technique you are comfortable with and isn't too obtrusive.
- ***Use Appropriate Measures*** When a speaker is a flagrant violator of the time, it is alright to calmly and professionally note that their time is up and that the session needs to move on in order to maintain the time schedule. A very delicate situation indeed.

### **Panel Discussions and Question-and-Answer Periods**

During Q & A periods, the moderator serves as a representative of the audience and as an advocate of audience concerns in addition to the duty of timekeeper.

- Ask audience members to go to aisle mics, if they are provided.
- Repeat the question for the audience if there is no mic provided.

- Warn the audience when the period is drawing to a close, and close the session promptly if another speaker is to follow.
- Remind the audience that further questions may be asked directly of the speaker during the breaks.

For panel discussions, the moderator fulfills the same audience representative and advocate role.

- Facilitate the flow of questions from the audience members.
- Monitor the discussion, and keep an eye on the time.
- At some point, notify the panel that there is time for “one more quick answer” or “one more quick question” to wrap things up.

### **Announcements**

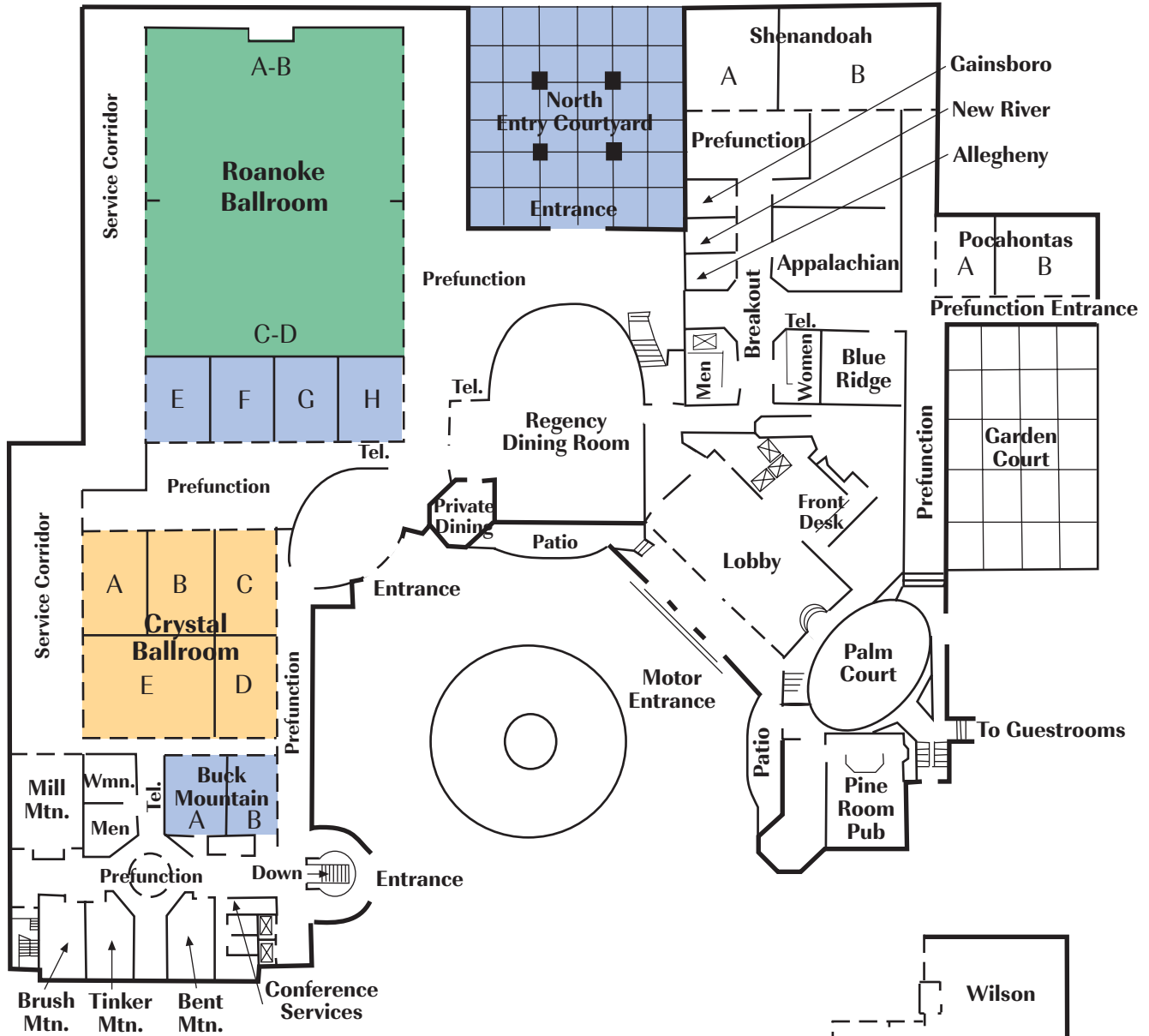
Announcements can be intrusive, but are often necessary to relay information to conference participants. Moderators should read the announcements and alert the audience to handouts, evaluation forms (located in everyone’s conference bag of swag) and places to deposit forms or get additional materials.

### **Ending a Session**

Moderators should close the session with a short thank you to all the speakers. If there wasn’t enough time to cover all questions, extend an invitation to the audience to continue with their questions during the break.

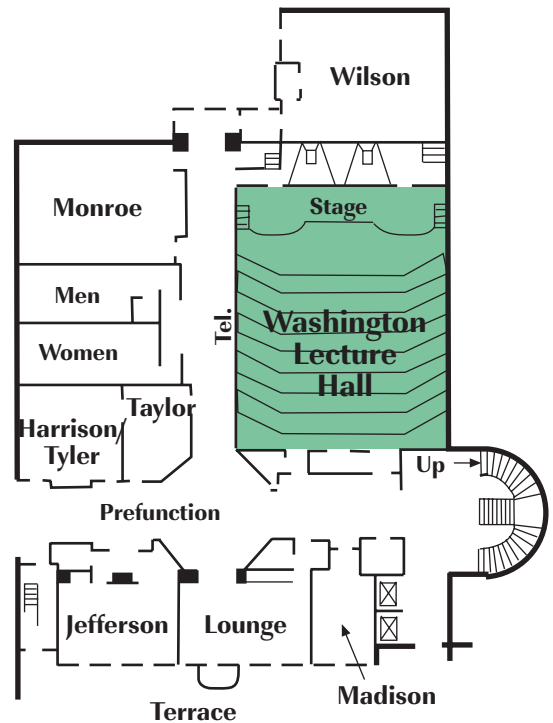
Each speaker and moderator will receive a token of appreciation. Someone from Virginia Tech will ensure that you have enough gifts for your speakers and will present you with a token of appreciation as well.

Buses Load Here



Ballroom Level

Conference Level



# The Hotel Roanoke & Conference Center