



22nd Annual College and University
Hazardous Waste Conference
August 8-10, 2004



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



www.ehss.vt.edu



managing today
for a **greener tomorrow**

Technical Sessions
SPEAKER GUIDE

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The College and University Hazardous Waste Conference allows colleagues to share information and experiences with each other. Thank you for taking the time to do so! The following is intended to help you have a successful presentation.

Presentation Time

Each speaker is allotted 30 minutes presentation time and 10 minutes question and answer time for a total of 40 minutes. Please respect this by starting on time and ending on time. The moderator will help you keep track of time and has been instructed to diplomatically stop you if you violate your time allotment.

Moderators

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 will fill in. Please make contact with both moderators for your session so you may introduce yourselves. **The Speaker/Moderator meeting scheduled for Sunday, August 8th from 5-6pm in the Buck Mountain Room is intended to allow time for this.** Please try to attend this meeting.

The moderator will introduce you with your name, title, institutional affiliation, and presentation title. Please make sure your moderator has the correct information and knows the correct pronunciation of your name.

Audio/Visual Equipment

Each session room will contain a laptop, LCD projector, and screen. Each speaker will be using a wireless mic; the moderator will have a wired mic. Although you are not expected to solve technical problems, it is wise to familiarize yourself with the equipment and lighting system before the session begins. Two common complaints about presenters is their unfamiliarity with the presentation system being used and inability to navigate through their presentation efficiently.

Before the Session

Please arrive **30-45 minutes** before the session begins to do the following:

- Make sure you're in the correct room;
- Load your presentation onto the laptop, if you haven't done so already;
- Familiarize yourself with the A/V equipment;
- Get some water to have on hand during your presentation;
- Touch base with the moderator; and
- Take some deep breaths and prepare to engage the audience.

Presentation Tips

- ***Practice your talk*** This ensures a smooth flow of information and helps you scale your talk to the time allotted.
- ***Begin with a bang*** The beginning of your presentation is the most important. It sets the tone for the entire talk and determines whether or not the audience will pay attention or start thinking

about that evening's extra curricular activities. Make sure your beginning is engaging and gets directly to the point.

- ***Don't get bogged down in details*** Audiences generally want an overview level of the subject so that they can determine whether additional details are worth pursuing.
- ***Use repetition to emphasize your key ideas*** Tell them what you're going to tell them, tell them, and then tell them what you told them.
- ***Convey enthusiasm, excitement, and confidence*** Let the audience know you have something interesting to share.
- ***Use humor*** When used appropriately, humor can play a powerful role in keeping the audience's attention.
- ***Maintain eye contact and speak to the entire audience***
- ***Control your voice*** Speak clearly and with sufficient volume. Avoid speaking in a monotone as this will surely cause a "glazing over" of the eyes of your audience.
- ***Control your motion*** Project energy and confidence without appearing hyperactive. Use natural gestures.
- ***Stick to the time limit!***
- ***End with a bang*** Make sure to end your presentation with a strong conclusion. Your final words should be well chosen for effect, as were your opening words.

Question and Answer Period

Each presentation is allotted 10 minutes for a Q & A session. The moderator has been instructed to facilitate the order of questions and to be an advocate for audience concerns.

Some tips:

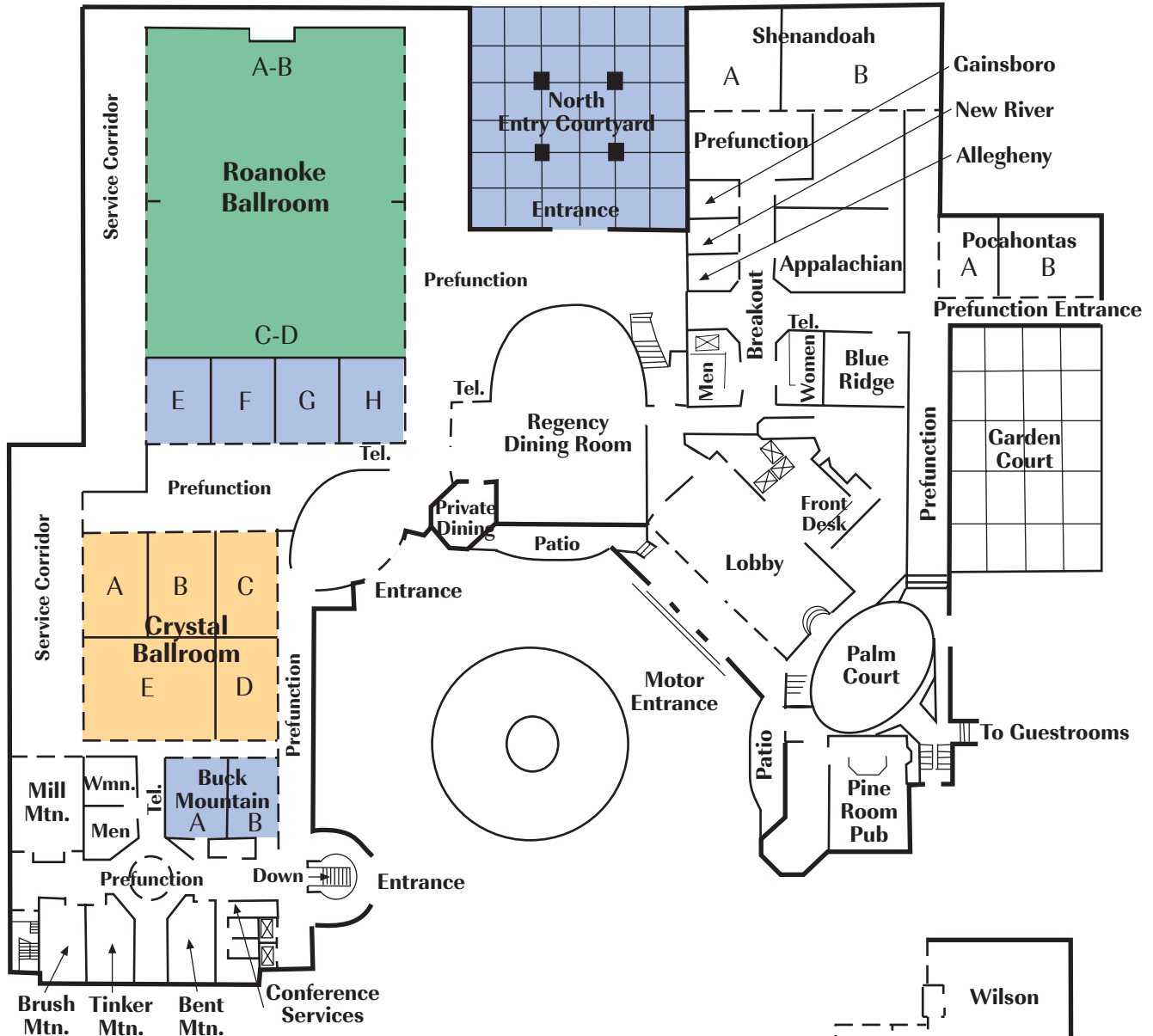
- **Always repeat the question before answering it.**
- Answer questions as best you can, but don't be afraid to answer, "I don't know."
- Elicit the expertise of the audience in answering questions.
- If a question is actually a comment, acknowledge the comment and move on.
- If a question turns into a conversation, suggest that you and the questioner continue it during one of the breaks.

GOOD LUCK!

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

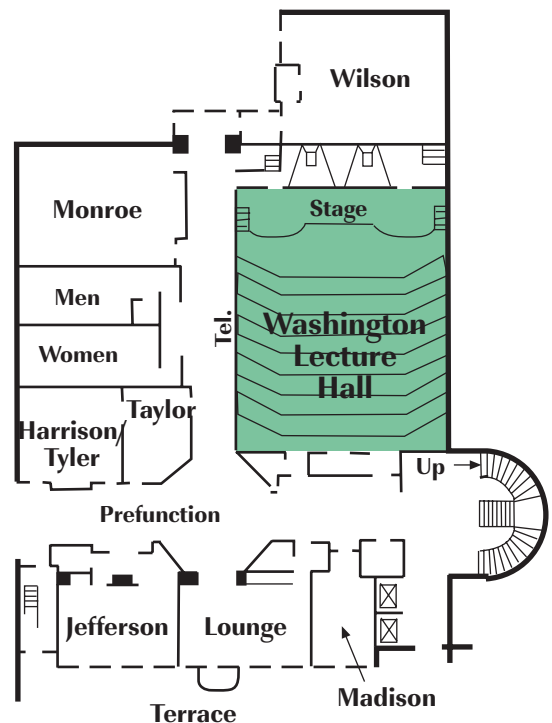
Monday, August 9th	Primary Moderator	Secondary Moderator
Panel Discussion 10:30am-12:00pm Roanoke Ballroom ABCD	Adam Steinman <ul style="list-style-type: none"> ▪ Woodard and Curran ▪ asteinman@woodardcurran.com ▪ 800-426-4262 	
Track A 1:30-4:00pm Crystal Ballroom ABC	James Cecill III (Jamey) <ul style="list-style-type: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

Buses Load Here



Ballroom Level

Conference Level



The Hotel Roanoke & Conference Center