

MODERATOR, SPEAKER, ASSISTANT

Instructions



Speakers & Moderators:

Each speaker in a breakout session has 20 minutes for his or her presentation including questions (except for the sensor workshop and the EOT session). The length of plenary talks vary, so please review the posted program.

Timing for the meeting is tight so please be timely when giving your presentations. Moderators will be provided stop watches and time warning cards (5 minute, 2 minute and 0 minute) in each room to assist keeping accurate time.

Please arrive at your session's room 20 minutes prior to your session start time to upload your presentation files to the room's computer. You should have your PowerPoint presentation on a USB flash drive for easy transfer of the files. This will also give speakers an opportunity to introduce themselves to the moderators so that introductions proceed smoothly. To find your session time and location you can look in the printed program or visit the website for Quake Summit 2010:

<http://www.quakesummit2010.org/program>

Each room is equipped with a computer that has the 2007 version of PowerPoint installed. Each room also has a laser pointer for use by the speakers.

Student Modertators:

Students from various universities have volunteered to be student assistants during each conference session. Their role is to assist the moderators by uploading all powerpoint files, plus be available to open the PowerPoint files for each speaker during the session as the moderator is introducing the next speaker.

Moderators, please make sure to introduce your student assistant and acknowledge their contribution. All assistants are student researchers who will be presenting posters at the Friday evening poster reception.

If you have any questions during the event Jared West (NEEScomm Technology Specialist), Barbara Cooper (NEEScomm EOT Coordinator), Marcos Saramago (PEER's IT Manager), Heidi Faison (PEER's Outreach Director) and various other staff members, will be roaming to assist you.