

## Session Moderator Guidelines

### Before the meeting:

- Familiarize yourself with the abstracts and the presenters' names for your session, you will receive them per mail.
- Prepare at least one question to ask the presenter in case none are provided by the audience.
- Please take into account whether a group of abstracts deals with a very similar topic. Such prior knowledge will add to the perspective, discussion and impact of the session.
- If you are unable to attend the meeting because of a last minute emergency, inform [stefanie.rotter@ufz.de](mailto:stefanie.rotter@ufz.de)

### Day of your session:

- A presentation list will be provided (speakers, institutes, title of the talks, and timing) to facilitate introduction of speakers.
- Please be at your session 15 minutes early to meet the presenters, to familiarize yourself with the equipment. Presenters will be using PowerPoint for their presentations.
- Rehearse the name of the presenter, and seek help with the pronunciation if necessary.
- Ensure that your watch is accurate.

### During your session:

- Open the session by introducing yourself and announce the topic of the session.
- Start on time and try keeping the session at least within one minute of schedule.
- Remind the presenters of the time limit.
- Each presentation has a 15 min time slot; presentations are 12 minutes in length with a 2-3 minute discussion.
- Please limit the introduction of each scientific presentation to the following elements
  - Name of presenter
  - Institute
  - Title/Topic of the presentation
  - The only author you should introduce is the presenting author.
- Keep the presentations as close to the printed schedule as possible.
- Encourage questions from the audience.
- Take charge of the discussion period. Recognize questions from the audience as a priority and repeat a question through the microphone if necessary. Be prepared to ask a question, should none be provided by the audience. In the case of presenters for which English is not their first language, you may have to explain or paraphrase a question or the answer.
- Formally close the session, make any necessary announcements, and thank the presenters and the audience for their efforts and interest.

Please contact for questions [stefanie.rotter@ufz.de](mailto:stefanie.rotter@ufz.de)