

GUIDELINES FOR MODERATORS

Dear Moderator,

May I first thank you for agreeing to support the seamless functioning of the Congress; we very much appreciate the work you do. You will find below some important information to help you prepare your session and ensure that your session runs smoothly on the day.

Online Portal with session details: <https://programme.eindhoven2019.itsineurope.com/>
Technical Assistance for the Portal support@create.eu.

Your main roles as a Moderator are keeping the session to time, ensuring a quality check of the presentation of your speakers, and ensuring a balance between the speakers and between presentations and questions from the floor. This means looking at the presentations beforehand and having a plan which covers how long to allow for initial introductions of speakers, how much time for each speaker, whether to have a few minutes for questions after each presentation or whether to collect all questions for one session after all papers have been presented. It's your choice.

Regarding time, we know from their feedback that delegates do not welcome the reading out of a detailed biography of every speaker; it takes too long and adds too little. How you handle this is for you to decide but a proven approach is simply to introduce all speakers at once with a very short summary: *"Dr A is a civil engineer from the Venice Highways Department; Prof B is...and so on.*

Such an approach will take less than 3 minutes including a couple of sentences of welcome and introduction to the topic from you as Moderator. If you budget 12 minutes for Questions, a Closing Summary and Thanks to the participants then you have 46 minutes available for the speakers which gives individual allocations roughly like this:

4 Speakers	approx. 11 minutes each
5 Speakers	approx. 10 minutes each

All sessions last for 1h00.

As a Moderator you should be able to see through the online platform the details of your session (speaker contact details, paper submitted and presentation). Speakers have been requested to upload presentations by **Friday 24 May (midnight, CET)** but you can ask to see material at any time or check them on-site in the **Speaker Ready Room** located on the ground floor of the Congress Center.

Opening hours Speaker Ready Room:

Sunday 2 June, 16:00 - 18:00
Monday 3 June, 08:30 - 19:00

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Tuesday 4 June, 08:00 - 18:30

Wednesday 5 June, 08:00 - 17:30

Thursday 6 June, 08:00 - 11:00

We very strongly urge you to look at the contents of your speakers' presentations at least a couple of days before the Congress for a number of reasons:

Firstly, some presenters will arrive with 20+ slides which is impossible to accommodate in the time available. You need to be aware of this and relay the news that they must be more succinct. Sometimes speakers know that they have too many slides yet assume, wrongly, that the Moderator will not stop them when they over-run. That is not how we run the ITS Congresses – our Moderators are renowned for making sure that all speakers are heard equally and fairly. If you have seen the slide set you will know how close (or not) the speaker is to finishing.

Secondly, many speakers try to put far too much material in a slide and you may need to insist on a guide of, say, no more than 12 lines of a font such as Arial 24pt. Please check that font sizes are large so that the text can be read easily from the back of the session room.

Each year we are asked how Moderators should handle the speaker who does not respond to any advance communications. Furthermore she/he does not attend your pre-session briefings in the session room 20 minutes before the session starts, does not upload slides before the session is due to start and then arrives in the room at the last minute with a memory stick. Please inform Delphine Soubies d.soubies@mail.ertico.com as soon as possible, if a speaker of your session does not respond to any advance communications.

One of the organisers will come to your room at the start of the session to ensure that all is OK. During your session, if for any reason there is any problem or issue, the hostess in your session room can call for one of the organisers to come and assist you.

Please ensure that you and your speakers are registered for the Congress and kindly remind them to register as soon as possible if they did not do so yet. Moderators and speakers are entitled to a reduced fee. Please register via <https://2019.itsineurope.com/registration-information/>

We have given a **PowerPoint template** for use when contacting speakers in advance.

So in summary:

1. Before the Congress the moderator should contact the speakers (using the speaker contact details in the portal) for introductions. For confidentiality reasons, only you and the speaker and author of a Paper can see their PowerPoint file submitted.
2. Friday 24 May (midnight CET) - Deadline for speakers to submit their Final PowerPoint presentations. **Please check the PowerPoint presentations and provide feedback to your speakers if needed.** Please also make sure that presentations uploaded are in a **16:9 format (mandatory)**.

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3. Finally, please organise a pre-session briefing with all the speakers in the session room, **20 minutes before the session starts**, to check the speaker running order, that the latest versions of presentations are loaded and that there are no technical problems.

Please feel free to contact us should you have any questions regarding your session.

Please remember that neither the pre-meeting nor the session can take place without the moderator. If for any reason you think you will be unable to moderate the session you have agreed to handle, PLEASE INFORM THE ERTICO OFFICE as soon as possible so that we can arrange a replacement, by contacting Delphine Soubies d.soubies@mail.ertico.com. We recognise that your participation is essential for the success of the Congress and would like to thank you very much again for your collaboration!

Best Regards,

The Congress Organisation Team
on behalf of the European Programme Committee

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< EXAMPLE E-MAIL FROM MODERATORS TO SPEAKERS >

Dear Panelists,

I am writing to introduce myself as the moderator for **Technical/Scientific/Commercial/etc.** Session **<number & title>** which is on **<day>** at **<time>** in **<location>** at the ITS Brainport-Eindhoven Congress. I am the **<your job title or similar>** at **<organisation>** in **<city/country>** and I look forward to meeting those of you I do not know in Eindhoven. There are a few things I have to ask you to do before that time and date as follows:

1) Firstly, you have been asked to upload your presentation slide set to the Congress portal no later than **Friday 24 May** (midnight CET). Please upload also your **brief 3-4 line personal biography**. I will have your Final Paper from the portal.

2) Secondly, we have **4/5** papers in this session so your presentations can run **up to 10/11 minutes max** to allow a timetable:

Brief introduction of session	approx. 2 min
N^o Speakers	approx. 46 min
Some questions from floor	approx. 10 min
Brief summary and close	approx. 2 min

All sessions last for 1h00.

Please keep the timing of your presentation. I will signal when you have 2 minutes left, but will have no option but to ask you to stop your presentation and return to your seat if you exceed the rationed time. The Congress Organisers are emphatic that we must ensure proper courtesy and recognition of time for all participants to deliver their presentations.

Please also remember that the conference language is English, and your PowerPoint presentation must be in English, as no translation will be provided during the sessions. May I also advise strongly against including slides that build or introductory screens about companies, membership of project teams: there is never adequate time for these and they just repeat information that should be included in your paper.

3) Thirdly, please come **20 minutes before the session begins to the session room xx** for the customary pre-presentation briefing and a check that the latest versions of presentations are loaded and that there are no technical anomalies. We will also make any final changes to speaker running order at this discussion; my current thinking is:

- 1) Ms/Mr AA
- 2) Ms/Mr CC

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Finally, please register as soon as possible if you did not do so yet, to avoid cancellation of your presentation in the programme.

Should you have any questions or concerns, please reply by e-mail, or contact me via mobile phone on +##### when we are in Eindhoven at any time prior to the session.

I look forward to meeting you, and I am confident we will have an interactive and well attended session.

Many thanks in advance for your collaboration.

Best regards,

Your moderator

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Previnste Noord-Brabant