



IMWA 2013

August 5-9, 2013
Golden, Colorado

Moderators:

Thank you all for agreeing to serve as technical session moderators during the IMWA 2013 Conference at the Colorado School of Mines. Your participation and support is essential to making the Conference a success.

The duties of the moderators are as follows:

1. Make conference logistical announcements at the beginning of the session.
2. Cordially introduce the presenter and announce the title of the presentation.
3. Enforce the schedule! Each presentation must last no longer than **25** total minutes – which includes the presentation itself followed by a brief question-and-answer period. There are to be no exceptions regarding the **25** minutes overall duration of presentations. In addition, if a presenter ends early, do not start the next presentation until its designated time slot. Adherence to the schedule is important to facilitate attendees moving between the parallel sessions. Be firm about the keeping to the presentation schedule.
4. Moderate the question period following each presentation. Questioners should be advised to speak up so that everyone in the session can hear. Please ask that all questioners provide their name and affiliation.
5. Please announce at the beginning of your session that photographing presentations is not allowed without the express permission of the speaker. This can be a very important issue for some of our speakers.
6. Presenters have been notified to load their presentation materials onto the room's computer on the morning of their presentation in the "Upload Room" (located off the lobby of Green Center) between 7:00 and 7:45 AM.

Again, thank you for your participation and we look forward to seeing you soon.

Best regards,

IMWA 2013 Organizers