



Volunteer Instruction Sheet – Session Moderator

Thank You for Volunteering at MI-ACE 2025!

As a Session Moderator, your role is to ensure sessions stay on schedule, foster a respectful environment, and support both presenters and attendees. Please review the following guidelines carefully.

POSITION TITLE: Session Moderator

POSITION SUMMARY:

As a Session Moderator, you will guide the flow of presentations in an assigned room, ensuring sessions stay on schedule and attendees have a positive and engaging experience. You are the key point of contact for both speakers and attendees during your session block.

RESPONSIBILITIES

- Call the session to order on time and welcome attendees.
- Introduce your room monitors and thank them publicly.
- Announce the location of restrooms and emergency exits.
- Remind attendees to silence their cell phones.
- Request courtesy by avoiding distracting activities (e.g., talking, reading).
- Remind attendees to scan in and out for CEC credit or enter the session code in the app. Failure to do both will void CECs.
- Announce the **session title and check-in code** before introducing the speaker.
- Introduce each speaker using their full name, organization, and provided bio.
- Recognize any AWWA Board members or notable guests in the audience.
- Use timecards to give a 10 and 2-minute warning to speakers before their time ends.
- Ensure that sessions do not start early.
- Facilitate Q&A if time allows and be prepared with questions in case time needs to be filled.
- Announce scheduled breaks and lunch times clearly.
- Ensure accurate timing using room clock or podium timer.
- Thank each speaker and wrap up the session on time.
- Announce the **session check-out code** at the end.

VENUE BASICS

- Sessions are in Lake Huron Hall B and in Grand Ballrooms I & II.
- Conference Registration: Located in the St. Clair B
- Restrooms: Located in the Convention Pre-function Area, next to Registration
- Emergency Exits: Locate exits in your assigned room and be prepared to guide attendees in case of emergency.
- Breaks:
 - Wednesday – Exhibit Hall in Lake Huron Hall A
 - Thursday and Friday – Concourse outside St. Clair B /Lake Huron Halls

NOTES (For On-Site Use)

Room Assignment: _____

Shift Time: _____

Door Attendant Name(s): _____

Notes/Reminders: _____

Thank you for helping MI-ACE 2025 run smoothly and professionally. Your contribution ensures a high-quality experience for our attendees and presenters.