Thank you for volunteering to help out at the Congress! Your job is an important one, taking responsibility to make sure the session stays on time and creating for the delegates a comfortable and friendly atmosphere in which to work and learn. Listed below are your suggested duties as a Moderator.

- Be familiar with your room. There should be a volunteer that will greet people as they arrive and help you identify and prepare the speakers for the session. Make sure the volunteer has checked on:
  - lights
  - sound system, if needed
  - computer
  - overhead projector
  - powerpoint presentations are loaded

- Be aware of whom to contact if problems arise or in case of a medical emergency. We will be circulating to address any problems as they arise.

- Be in the room at least 15 minutes before the session begins. Identify the speakers as they arrive, and start the session on time. Sometimes we’ve been able to give you some time in the beginning to get people settled and you can start a little late, if you want to. If there are “no-shows” readjust the allotted amount of time for each presentation and let the speakers know that. Try to make time for questions.

- Locate speakers, introduce yourself and let them know you are there to help them manage their time. Let them know how much time they have for their presentation, and how you will signal to them when they have 5 minutes left and when they are out of time. We suggest sitting where you can easily catch their attention at the 5 minute mark and then you should stand when you believe they are done or should be done in order to keep the session moving.

- Have a question or two ready for each speaker (just in case the audience is shy)

- If speakers would try to give you manuscripts for the Symposium Proceedings, collect paper manuscripts and/or “cd”s from speakers and pass them to Alan Watson, Steve Carver or Zdenka Krenova.

- Let us know if you would like to be a reviewer of the papers in your session. Each paper will receive peer review by two people and then be reviewed for technical aspects by the Compilers.