



MODERATOR INSTRUCTIONS

As a **TECH SESSION MODERATOR**, you are responsible to:

1. **Announce the following information at the beginning of each session:**
 - a. **Sign-In** – Remind everyone that it is their responsibility to sign in at each session to ensure that they receive credit. There will be separate “Sign-In Sheets” for each technical session.
 - b. **Certified Operators** – Attendees seeking DEP Contact Hours must sign-in and provide DEP Client ID Number at each session to receive appropriate credit(s).
 - c. **Professional Engineers** – Attendees seeking PDH credits required for PA Professional Engineers License must sign-in and provide their PE License Number at each session to receive a certificate of completion.
 - d. **Conference Evaluation Form (found in Registration Packet)** – return the completed form to the Registration Desk to be entered into the drawing for an 8-inch ANDROID Tablet! Feedback is vital to ensure the success of future conferences.
2. **Introduce the Speaker**; Biography information (if provided) for each speaker in your sessions is attached to this memo. Use this information to introduce the speaker at the beginning of the session. Ensure that the session is limited to the time slot allowed by signaling the speaker when there are approximately 5 minutes remaining in his/her session.
3. **Thank the Speaker and present them with the gift following each presentation**
4. **Return Completed Sign-in Sheets** to the registration desk at the end of your shift. This is critical – this is the only way attendees will get their PADEP and/or Engineer contact/credit hours.

Please report to your assigned room approximately 15 minutes early to prepare and to assist with uploading presentations as necessary.

If you, or the speaker, need assistance please contact the persons listed below as applicable.

TBD – (AUDIO-VISUAL ISSUES) – TBD
Curt Fontaine – (OTHER QUESTIONS) – 724-640-5928

The Section greatly appreciates your assistance to make the PA-AWWA 67th Annual Conference run smoothly and efficiently.

Thank You!!