

Johns Hopkins
Program in the History of Science,
Medicine & Technology



12th ICHSEA, Baltimore, Maryland
July 14-18, 2008
Directions for Moderators

Before arriving in Baltimore:

Get in touch with your session's speakers via email.

Make sure they have read the *Directions for Speakers*.

Request biographical information you can use when introducing them.

Request a copy of their paper. (This helps in leading the question/answer period, if the speaker is late or does not arrive, you are not expected to read the paper)

There should be paper and markers available in each room. Use them to make signs alerting speakers of time remaining (e.g. "five minutes remain" "two minutes remain" "time is up"). These materials will also be useful in case signs identifying your session need replacement or updating.

In Baltimore:

At one of the social events find the speakers in your session and introduce yourself.

Remind them of the session's precise timing: two, three, or four presentations, each with a twenty-minute talk and a ten-minute question/answer period. If your session has three presentations, leave the remaining 30 mins for discussion of all papers. If your panel has discussants, make sure they also receive copies of the papers.

A computer technician will circulate among the meeting rooms to trouble-shoot technological problems, should they arise. Each room will also have a computer-savvy student to handle obvious tasks, turning on equipment, checking connections, etc.

Check the assigned room before the session begins to ensure that sign(s), lights, AV technology, and presenters are in place and operational.
Post or correct signs, if necessary.

Greet speakers, introduce them to each other, and arrange for seating at the front of the room. Place yourself in the first row of the audience, facing speakers directly, in order to communicate the time remaining to the speaker.

Remind them of the session's precise timing: 2, 3, or 4 presentations, each with a twenty-minute talk and a ten-minute question period. Question periods should not be delayed till the end of the entire session. They must follow each paper in order to enable audience members to move between concurrent sessions predictably.

Start session on time.

Introduce each speaker briefly: name, position, paper title.

Ensure each speaker starts and finishes on time; shorten or omit the question/answer period if a speaker exceeds the assigned twenty minutes.

Close the session by thanking speakers and audience.

Thanks so much for moderating a session this year. Although often overlooked, chair moderators are crucial links to a successful scholarly program.

We thank you in advance!

Morris Low and Marta Hanson,
12th ICHSEA Co-Chairs