

## **Information for Moderating Selected Paper Sessions 2014 AAEA Annual Meeting Minneapolis, MN**

Thank you for serving as a session moderator for the 2014 AAEA Annual Meeting! Below is information that you may find useful in preparing for your role in this important component of the Annual Meeting.

### **Background**

Over the past 18 months, the AAEA Board has been undertaking a strategic review of all AAEA activities, including the Annual Meeting. Through this process, the Board recognized the need to create a more productive experience for attendees and presenters during the discussion period of the session. To meet this need, the Board agreed that a more active role from moderators was essential.

In recent years, the moderator role was automatically assigned to the last presenter in a session. This, in addition to scheduling discussion for the last ten minutes of the session, resulted in an experience where the first presenters were often afforded little opportunity to receive feedback. Further, the last presenter had the dual responsibility of managing the session and being prepared for their own presentation. It is not hard to see how the opportunity for feedback and discussion was lost for many presenters.

### **Your Charge? Ensure Interaction Around Each Presentation.**

As a session moderator, AAEA is relying on your active participation in your session to foster interesting discussion and helpful feedback on presentations.

In advance of the meeting we ask that you do the following:

1. Visit AgEcon Search and read all of the papers that are being presented in your session.
2. Two weeks before the meeting, circulate the session papers among all presenters in your session, asking them to read their colleagues' papers.
3. Coordinate with the presenters in your session to ensure a computer will be brought to the session.
4. Prepare 1-2 questions for each presentation.
5. Be prepared to facilitate the discussion!

As moderator, you will need to balance the role of keeping the session moving with generating discussion. Most paper sessions will feature four papers. Each paper should be allotted 15 minutes for presentation and approximately 5 minutes for discussion immediately following each presentation. To ensure a smooth transition between presentations and equal opportunity to engage in discussion, strict enforcement of time limits may be needed.

### **What to Expect Onsite**

Instructions and time keeping signs indicating 5 minutes, 2 minutes, and Time's up will be provided in the session room. Prior to the first presentation, we ask that you please announce that all of the Selected Papers are available on the AgEcon Search website at <http://ageconsearch.umn.edu/>. During the discussion period after each presentation, allow time for audience members to initiate questions, but be ready to ask the first one.

The equipment available in each room includes:

1. Podium
2. Microphone
3. LCD Projector
4. Screen

### **Computers**

As moderator, we ask that you arrange for a presentation computer, which can be your computer or that of one of the presenters. Plan to arrive at your session room 20 minutes ahead of the start time to ensure that all presentations are loaded onto the computer\* before the session begins.

*\*Please note that the projectors require a specific adapter if connecting to a Mac. These are not provided and will need to be arranged in advance.*

### **Feedback**

In order to evaluate the effectiveness of this year's approach to fostering more productive sessions, surveys will be provided to each presenter prior to their session. The survey will evaluate the presenter's experience and ask for feedback on improving future selected paper sessions.

### **Thank You!**

We appreciate your willingness to volunteer to serve AAEA in this capacity. We hope that you gain as much from the experience as your session's presenters and attendees.

Thank you and see you in Minneapolis!