

2026 Annual Conference Moderator Instructions



Moderator Liasson (Tom Braatelian) The purpose of this sheet is to provide the Moderator with a list of duties / instructions as described below. The Moderator is responsible for being knowledgeable of these instructions & about conference activities.

The Moderator has the primary responsibility for:

- 1) keeping the session on schedule
- 2) introducing the speakers
- 3) facilitating Q&A and;
- 4) informing attendees of daily conference activities

The Moderator is important to the success of the conference and reflects directly on AZ Water. Professionalism and courtesy are expected at all times.

In the event that you are unable to moderate, you must immediately find a suitable replacement for yourself and inform the Moderator Liasson (Tom.Braatelian@ConsortEng.com) about the replacement. You are responsible for forwarding all relative and pertinent communications, instructions, speaker contacts etc., that you have been provided with, on to your replacement moderator as required to ensure a complete and timely transition.

Prior to Conference

- Upon receipt of your Speaker Notification emails, download the Moderator Checklist and Moderator Script from the FAQ Page at the link provided on the Speaker Notification emails. **Begin using the Moderator Checklist immediately.**
- Establish contact with each speaker and exchange cell phone numbers.
- Ensure each speaker is working on presentation using the provided template in widescreen (16:9) format (MS PowerPoint).
- Ensure speaker is aware of time limit (20 minutes of speaking / 5 minutes Q&A / 5 minutes changeover to next speaker).
- Obtain final biography from speaker / and any co-speakers.
- Inform your speakers that WiFi will not be available in the session rooms and that video is discouraged due to potential laptop / projector limitations.
- On or before April 14, 2026 upload your speaker presentations (both PDF and Powerpoint format) using the form at this link:
<https://www.azwater.org/2026conferencepresentation submissions>. All Submitted PDF and Powerpoint files **must** have the following naming format: [Track Day] - [Track #] - [Confirmation #] - [Presenter Name] - [First 3 Title Words Minimum(as file name length allows for)].

Example: 4-28 Tuesday - 1 - LRDL85BKRW - John Jones - Wastewater Treatment Logistics

2026 Annual Conference

Moderator Instructions



- From your uploads, AZ Water will pre-load your speaker's presentations onto the laptops for speaker/moderator use at the Conference. However, bring a USB thumb-drive with your speaker presentation PowerPoint files as a back-up.
- In the event that one of your presentations is canceled, immediately request the Conference Committee Chairperson (Jessica Rodriguez (520) 476-2074) to fill the empty slot with another speaker. If the slot cannot be filled, do not attempt to revise the schedule by moving presentations scheduled in that track into that empty slot. Keep the slot empty!

Prior to Start of your Track (Day of Conference)

- Moderators check in.
- Moderators pick up **Moderator Packet** at the registration desk and get familiarized with contents.
- Familiarize yourself with the session room and A/V equipment and test the PA system.
- Ensure that laptop and projector are functioning properly together.
- In event of any AV malfunction, contact the Conference Center On-Site A/V technician: AV Concepts at 602-725-5663.
- For issues with the laptop (provided by AZ Water) contact: AZ Water Support at (623) 308-0116.
- Perform sound and room light adjustments.
- Prepare for speaker timing (three (3) colored sheets of paper in Moderator Packet to tell speakers of time remaining (5 min, 2 min, Stop!)).
- Ensure all of your session speakers are on site.
- Verify that all speaker presentations are pre-loaded on the AZ Water laptop prior to start of track.
- Open all presentations and flip through the presentation with the speaker prior to the first session to ensure all graphics are displayed properly.
- Introduce yourself to the presenters.
- Request that all speakers remain in the session room from start to finish of the track to support their fellow presenters.
- Be sure to get proper pronunciation of speaker's names.
- Be sure to tell your speakers prior to the presentation how you will alert them that time is up (Moderators will flash time cards).
- Remind Speakers that during Q&A to repeat all questions prior to answering and ask the audience to use the provided microphone for questions.

At the Start of your Track

2026 Annual Conference

Moderator Instructions



Introductions

- Follow the Moderator script you were provided.
- Present the Welcome Slide for the 1st presentation of the block.
- Introduce each speaker by reading the Bio Slide included as the 1st or 2nd slide of the speaker's presentation.

Timing of Sessions

- Adherence to the time schedule is of primary importance.
- Papers in all sessions have common starting times to allow audience interchange between sessions.
- Not only must the session start on time, but each paper must end on schedule.
- The total time allotment for each presentation is 25 minutes (introduction, 20 minute presentation and 5 minutes of Q/A following).
- Use timing cards as described above to help keep your track on time.
- 5 minutes is allotted for transition to the next speaker, and allows participants to change rooms.
- If a speaker is running over, they must be asked to conclude immediately.

Fresh Ideas (Young Professionals competing for trip to ACE 2026)

If Fresh Ideas presenters are in your session:

- Make sure that your contestant/speaker presents the Fresh Ideas slide in their presentation, this slide is to immediately precede the presentation slides.
- Make sure that your contestant/speaker requests the audience to complete the scoring on either the phone app or on hardcopy score forms available upon request from the moderator.

Q&A / Floor Discussion (up to 5 minutes)

- Facilitate Q&A after each paper by acknowledging questions from the podium (to prevent multiple simultaneous questions).
 - Remind speaker to repeat the question before answering to ensure audience knows the question being answered.
 - All discussions must end on schedule.
- At the end of each presentation, please publicly thank the speaker and any co-speakers.
- Complete the Session Evaluation Form.
- Assist with the transfer of audio/visual equipment to the next speaker and with the setup of the next presentation on the computer (i.e. microphones and PPT presentation).

2026 Annual Conference Moderator Instructions



Professionals Dedicated To Arizona's Water

American Water Works Association
ArizonaSection

Water Environment
Federation
the water quality people

At the End of your Track

Close track after final speaker by thanking all speakers

Review End of Track checklist:

- Collect Session Evaluation Forms, Speaker Warning Signs, Fresh Ideas score cards (if applicable).
- Please be sure the laser pointer / clip board is in your Moderator Packet.
- Return ALL items to the Speaker/Moderator Check-In Desk with your Moderator Packet.
- Complete Session Evaluation Form for each session.
- Complete "End of Session Checklist" & return packet / clipboard to check-in desk.