

BEHAVIOR, ENERGY & CLIMATE CHANGE CONFERENCE

A conference focused on understanding the behavior and decision-making of individuals and organizations and using that knowledge to accelerate our transition to an energy-efficient and low-carbon future

Webcast for BECC Conference Moderators and Speakers

BECC 2016

Baltimore Maryland

- October 19—Workshops and Evening Reception
- October 20 22—Conference
- October 22—Afternoon workshops

This Webcast Will Cover

- Your role and responsibilities
- Resources
 - Pre-event
 - On-site
 - Room manager
- Presentation forensics
- What you can do today

Resources: Your Support Team

- Reuven Susman—Co-Convener
- Margaret Taylor—Co-Convener
- Therese Pfeffer—Co-Convener
- Cara Lee Mahany Braithwait—Mechanics
- Kris Chitwood—Registration

Overall Goals for Speakers and Moderators

- Encourage active engagement through interaction among speakers and speakers and the participants in your session
- Moderators, be ready to pull out the key points what is the contribution of this work to your session's and BECC's intent.

Lets Begin—First

Keys to a Successful 15-Minute Presentation

Keys to a Successful Lightning Presentation

Keys to a Successful Poster

Poster Author – What's on site and what to bring

Paper Author Guidelines

Paper Template

Telling a story-tips for alternative presentation styles

Pre Conference Communications--Moderator

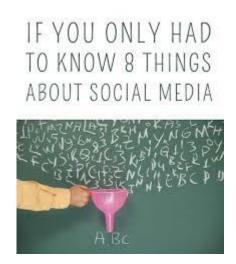
- Convene a conference call and introduce yourself to your colleagues
- Review mechanical expectations for your session
 - How much time for each speaker
 - When you will introduce speakers and order
 - When to take questions
 - Ask now if they plan on doing anything other than PowerPoint slides

Moderators and Speakers

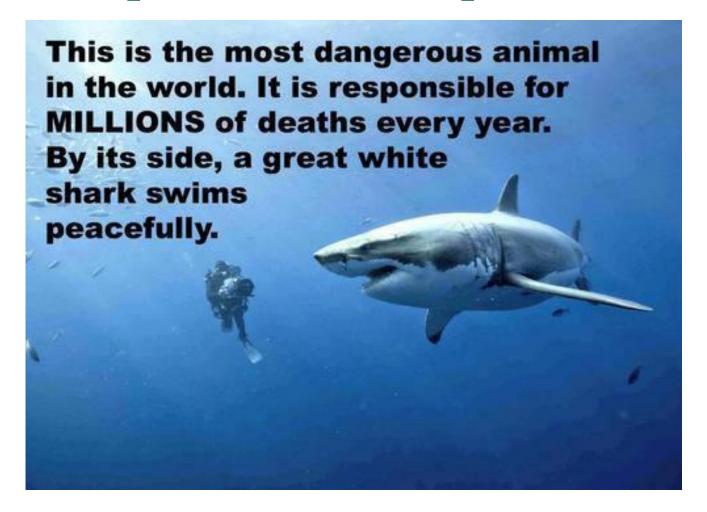
 Create a forum for discussion by using good time management.

Moderator Avoid Surprises

Each speaker should identify the major "take aways" from their presentation—this will help the moderator craft a "session story"



Now, Expand on the Topic



How to Engage in Conversation with Speakers and the Audience (examples)

- How does this project (or research) inform or effect behavior, energy, and climate change today, and is it suggesting a path for tomorrow??
- Can this project (or research) be used to create or improve other work efforts in this area?
- Can this work be replicated and if so: by whom, what might help improve its chances of replication or scalability? What might need to be researched or changed?
- What might be the intended and unintended outcomes—positive or negative
- Does this work suggest a line of research that might be undertaken?
- How can this work be framed to support advocates, policymakers, faith-based groups (don't forget conservatives) working in this area?

In Sum: Encouarge active listening

- Session leader
- Session "storyteller"
- The enforcer (for time)
- Speakers, follow your moderator's lead

Moderator: Credential your Speakers

- Collect bios—and then:
 - Think about what is relevant in this bio that makes them ideally suited to talk about what they are going to cover—credential them—we do not need pedigrees
 - Be a bit informal—thus do not read a prepared bio
 - Within 5 seconds of hearing someone read a bio, people are no longer listening nor is the information particularly useful

Pre-Conference Speakers Role

- Connect with your moderator
- Send in draft of presentation
- Send in your bio (see form)



Speakers Bios

- Name
- Current affiliation, title and years worked in behavioral research or implementation
- Why you are presenting on your topic
- Something unique
- (Form will be sent)

Presentation Forensics:

- Rule One: Time waits for no-one, it is a 90-minute session
 - Start on time—don't wait!
 - Moderators should spend the first 5 minutes with:
 - Why this session is important to behavior issues
 - Who the speakers are and what they will talk about and what participants should listen for (45 seconds per paper)
 - What the rules are—xx minutes per speaker, questions at ????
 - Only 85 minutes left



Why are my feet getting wet?????"

Time and Tide Waits for No One

After you introduce first, second and third speaker—you have only 80 minutes left.

With general admin, speaker's presentations, time required for moving speakers up and down, closing remarks, you will have around only **75 minutes left** for questions and discussion left in your 90 minute session—make the most of this time.

Moderators, you set the time limits for your speakers

Presentation Forensics: Moderator

- Problems: Speaker won't quit
 - There is a timer to help keep speakers on track
 - Moderator can get up and stand next to them
 - Move them over and suggest that conversation continue in the hall
 - Out of respect for.....

During the Session

- The moderator should wake up the audience!
 Have questions to get a discussion rolling ready at hand (see previous slide on suggestions)
- Repeat questions to assure that everyone has heard and you have heard the question correctly—no grandstanding with statements.
- General Problems? Equipment?—ignore the problem

In Your Room

- In your room:
 - Table and four chairs, two table mics
 - Podium, hard-wired mic and a wireless mic
 - Laser pointer
 - Electronic timer
 - Data projector
 - Computer!!!!!





Speakers

 Bring and install your presentation on the computer that is assigned to your session's room.

- When? Wednesday evening (in the registration area) or,
- The morning of your presentation in your session's room.

Speakers: What you will see on the computer screen assigned to your room.

This is what you will see on the desktop for Regency E:

Social Media Mon. 10:30 – 12:00

Add files into this folder

Can Big Data Live Up to the Hype Mon. 1:30 – 3:00

Add files into this folder

Spotlight Monday 3:30 – 5:00

Add files into this folder

Spotlight Tuesday 8:30 – 10:00

Add files into this folder

Storytelling Tues. 10:30 – 12:00

Add files into this folder

Increasing Engagement 1:30 – 3:00

Add files into this folder

Your Room Manager: Do Things the Easy Way

- Will be there to help at all times
 - They will assure that all paperwork needed for recording the session is filled out
 - That the presentations are already pulled up and open at the bottom of the screen
 - Speaker tent cards will be out
 - You and the speakers know how to work the

equipment



Your Room Manager: Takes Care of Trouble

- Will make sure that your session title is clearly displayed on the outside door
- Will get more chairs if needed
- Will handle any problems in the room such as:

Trouble

- Temperature
- Lighting

AV not working



Room Manager

 And anything that takes time away from you doing your job of keeping the session moving

Resources: On-Site

 Registration Desk—printer, phone, computer (not for personal use, but for emergencies)

Marketing

- Help us highlight your role and put colleagues in the audience
- Add our website link to your signature block
- Note your role in the event in any marketing materials where it is appropriate
- http://www.beccconference.org
- All conference abstracts are on-line—see left hand navigation bar for link