Moderator & Speaker Guidelines

for the

Federation of NY Solid Waste Conference & Tradeshow

Welcome to the Moderator & Speaker Guidelines for the Federation of NY Solid Waste Conference & Tradeshow. This document is designed to help you prepare for a successful session by outlining key deadlines, technical requirements, presentation tips, and day-of expectations. Inside, you'll find answers to frequently asked questions, AV equipment details, file submission instructions, and best practices for engaging your audience.

Please read through all sections carefully
to ensure a smooth and impactful experience at the conference.

Conference at a Glance

- **Dates:** **May 16th -19th, 2027**
- **Conference Website:** https://conference.nyfederation.org/
- **Abstract Submission Website:** https://conference.nyfederation.org/speakers/
- **attendee registration Website:** https://conference.nyfederation.org/on-line-registration/
- **Exhibit/Sponsor/Advertise Website:** https://conference.nyfederation.org/esa-sign-up/
- **Venue:** **The Sagamore Resort**
- **Venue Address:** **110 Sagamore Road, Bolton Landing, NY 12814**
- **Conference Room Block Reservation Website:** https://conference.nyfederation.org/Sagamore/
- **Overflow accomodations Website:** https://conference.nyfederation.org/overflow/

Important Dates

- **abstract submission due by:** **December 4th, 2026**
- **Abstract selection announcement received by:** **February 5th, 2027**
- **Presentation files due by:** **May 8th, 2027**

Important Contacts

- **Technical Program Coordinator:** **Amy Davies** | amy.davies@casella.com | **518.225.2753**
- **AV Coordinator:** **Jennifer Kruman** | nyfederation1@outlook.com
- **Conference Registration:** register@nyfederation.org
- **Conference General Questions:** https://conference.nyfederation.org/contact-us/

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CONFERENCE BASICS

CONFERENCE REGISTRATION & HOTEL RESERVATIONS

- Conference Registration Website: https://conference.nyfederation.org/on-line-registration/
- Hotel Reservation Website: https://conference.nyfederation.org/Sagamore/
- Speakers and Moderators are eligible for the discounted Speaker Registration rate.
- If you paid for a different registration type and require a partial refund, please reach out to register@nyfederation.org
- For assistance with conference registrations and hotel reservations, contact: register@nyfederation.org

LIST OF ATTENDEES

A list of attendees will be sent to sponsors & exhibitors the week prior to the conference. If your company is not a sponsor or exhibitor and you would like to receive an attendee list, please request one by emailing register@nyfederation.org

WHOVA APP – SPEAKER PROFILES

Once you are registered for the conference, you will receive email notifications from Whova to update your speaker bios in the app. Use the link in the email notification to update your profile. Speaker profiles will be preloaded with bios from the abstract submissions in most cases, but you can change this at any time. Other items you can add to your profiles include a photo, social media websites, and company information. Updating your Speaker Profile applies to both speakers and moderators.

AUDIO VISUAL EQUIPMENT

The following Audio/Visual Equipment is provided for each breakout session room at the Conference:

Power Point Projector	**Laptop for the room**
Universal Remote/Pointer	**Projector Screen**

- **BRING NOTES:** There is no computer/tablet available at the podium. You will need to bring your own presentation notes or tablet if you need them to follow along with your presentation.

- Should you need additional equipment accommodations (easels, paper, etc.), please contact nyfederation1@outlook.com

OTHER CONTACTS

- Technical Program Coordinator: Amy Davies, 518-225-2753, amy.davies@casella.com

MODERATOR GUIDELINES

MODERATOR RESPONSIBILITIES

Moderators are expected to:

- Coordinate with speakers in advance of the conference
- Support speakers on the day of their session
- Provide conference announcements and manage speaker introductions
- Facilitate discussion and maintain session schedule
- Ensure speakers remain at the speaker table at the front of the room when not presenting

In exchange for their volunteerism, moderators receive the speaker discounted registration rate.

If you are interested in moderating, send an email request to amy.davies@casella.com. Be sure to include:

- Any date restrictions
- Your preferred topic of interest or specific breakout session you want to moderate

PRE-CONFERENCE RESPONSIBILITIES

SPEAKER COORDINATION MEETING

Moderators must participate in a virtual speaker coordination meeting held at least 1 week prior to the conference. The objectives of this meeting include:

- Confirming speaker names and correct pronunciation
- Reviewing speaker order and allotted times for each presentation
    - Any changes to speaker order must be communicated to the Technical Program Coordinator
- Preparing `moderator-led questions in the event of limited audience participation
    - Tip: ask for 1-2 questions from each of your speakers
- Reviewing available technology and confirming any additional technology needs
    - Any additional technology needs needs to be communicated to the Technical Program Coordinator

DAY-OF-CONFERENCE RESPONSIBILITIES

MODERATOR PREP SESSION

A virtual moderator prep session will be given the week prior to the conference, date TBD. This session will cover:

- Moderator announcements
- Any questions you may have
- How emergency communications are handled
- CE form requirements
- How to handle changes to a speakers slides

On the day of your presentation, there will also be an optional speaker prep session with the Technical Program Coordinator for those who are not able to attend the virtual prep sessions.

Session Announcements

At the start and/or conclusion of sessions, moderators are responsible for delivering the following announcements:

- Upcoming networking and meal activities and their locations
    - Found on the program
- Session sponsor announcements & advertising videos
    - Found on the program and also discussed during the Speaker Prep Sessions
- Emergency announcements
    - Relayed through the Whova App and discussed during the Speaker Prep Sessions
- Housekeeping Items
    - Where to turn conference lanyards and name badges in (registration desk)
    - Where recycling stations are (at both exits of the conference building)
- CE Credit Sessions: Some sessions will be marked on the program as having CE credits. IF your session is marked for CE Credits, then you will need to remind the audience of the following:
    - CE credit forms are available at the back of the room
    - CE credit forms must be turned in at the end of the session to receive credit
    - Audience members must attend the full session to receive credit

Speaker Introductions

Moderators must:

- Introduce each speaker using provided bios
    - For panel discussions, all speakers are to be introduced at the beginning of the session
    - For breakout sessions where each speaker is providing a separate presentation, each speaker should be introduced at the beginning of their presentation
    - Speaker bios are contained in the abstract PDFs and on the Whova app
- Ensure names, titles and affiliations are stated accurately
    - Pronunciation should be confirmed in advance of the conference to avoid errors during live sessions
- Keep introductions concise to preserve session timing, allowing approx. 1-2-minute intros for each speaker.

Time Management

Moderators are responsible for:

- Keeping track of the session pacing
    - An A/V Tech is available to give 5-minute cues, however the Moderator should also being paying attention for timing of the session
    - The moderator must ensure adequate time for audience Q&A

Audience Engagement and Facilitation

Moderators should:

- Encourage audience participation
    - Whether Q&A occurs after each presentation or at the end of the session is at the discretion of the Moderator
- Repeat or paraphrase audience questions when necessary for clarity
- Use prepared questions to stimulate discussion if the audience is silent
    - Prepared questions can be obtained from your speakers prior to the conference
    - Prepared questions can be generated by AI tools by uploading the abstract pdfs and prompting the AI tool to generate questions about this subject
- Maintain a respectful and inclusive tone throughout the session

Professional Expectations

Moderators are expected to:

- Arrive 10-15 minutes early to their assigned session rooms
- Remain neutral and professional at all times
- Avoid introducing personal bias or commentary
- Represent the Federation positively and consistently
- Business attire recommended

MODERATOR CHECKLIST

- **Virtual Moderator Coordinating Meeting** prior to conference
  - Confirm speaker names and correct pronunciation
  - Review session format (panel, presentations, Q&A)
  - Confirm speaker order and time allotments
    - Convey any changes to the Technical Program Coordinator
  - Confirm special A/V or logistical needs with Technical Program Coordinator
- **Prepare 3-5 backup questions** in case audience participation is limited
- **Attend Speaker Prep Session** on the day of your assignment
- **Arrive 10-15 minutes early** to your designated room
  - Confirm room setup, microphones, and podium
  - Check sound levels
    - Stand at the back of the room to ensure sound is audible
  - Review conference announcements to be delivered
- **Opening remarks**
  - Welcome attendees
  - If applicable, deliver CE forms announcement
  - Deliver conference housekeeping & special announcements
  - Deliver networking activity announcements
  - If applicable, deliver session sponsor announcements & marketing video
  - Introduce session topic
  - State when audience questions can be asked (at the end of the session or after each presentation)
  - If panel discussion, introduce all speakers at this time
- **Session Management**
  - Introduce speakers prior to each presentation
  - Keep session on schedule
  - Facilitate transitions between speakers
  - Maintain professional and neutral tone
- **Audience Engagement**
  - Invite audience questions either at the end of the session or after each presentation
  - Repeat or clarify questions when needed
  - Use prepared questions if audience participation is low
  - Encourage respectful and inclusive discussion
- **Closing the Session**
  - Manage final questions within time limits
  - Thank speakers and attendees
  - If CE Credits are available, remind attendees to turn in their forms
  - Deliver any closing announcements
    - check Whova App for emergency announcements during session
  - Direct attendees to the next session, meal break or networking activity

SPEAKER GUIDELINES

ABSTRACT INFORMATION

ABSTRACT SUBMISSIONS GUIDELINES

- **Abstract Submission Due Date: December 4th, 2026**
- See Attachment A for an Abstract Example
- Only (1) entry per presenter is allowed except for panel presentations which have a maximum of (3) presenters.
- Only (1) entry per email address is allowed. You cannot have your admistrative assistant submit multiple entries for staff at your organization. This email address is tied to your presentation and will be used to create a whova account for the conference (or link to an existing one).

INSTRUCTION FOR COMPLETING THE ABSTRACT SUBMISSION FORM ON BEHALF OF ANOTHER PERSON

If you are submitting an abstract on behalf of a speaker, **all form fields must contain the speaker's information**, not the information of the person completing the form. The information entered in these fields is used by conference organizers to evaluate submissions, communicate with presenters, create speaker biographies, develop conference materials, and publish speaker profiles.

Enter the following information for the speaker/presenter:

- **First Name:** Speaker's first name
- **Last Name:** Speaker's last name
- **Email Address:** Speaker's primary professional email address
- **Phone Number:** Speaker's contact phone number or main office phone number
- **Affiliation:** Speaker's organization, company, agency, or institution
- **Job Title:** Speaker's current professional title
- **Biography:** Speaker's professional biography
- **Previous Speaking Experience:** Speaker's relevant presentation, training, or conference experience
- **Personal Website Link:** Speaker's website (professional or social), if applicable
- **LinkedIn Profile Link:** Speaker's LinkedIn profile URL
- **Profile Picture:** A professional headshot of the speaker

If conference organizers need to contact the speaker directly regarding the presentation, they will use the information provided in these fields. Entering administrative assistant or coordinator information may result in inaccurate conference materials, speaker profiles, or missed communications.

DO'S & DON'TS OF ABSTRACT SUBMISSIONS

- DO submit your abstract by the due date!
- DO be as professional as possible. All fields completed in your abstract automatically get uploaded to your speaker profile if your abstract is accepted for the conference.
- DO use the format XXX-XXX-XXXX for your phone number entry. Include the hyphens in your entry.
- FOR PANELS: Submit ONE abstract form and additional speakers in the abstract summary. Please note if the speaker information provided on the form is for a moderator or a panelist.
- DON'T use ALL CAPS for the title field. All fields for the abstract submission form become part of the online program if your abstract is selected. When you use ALL CAPS, I must manually change the title so that it matches the "Title" format for consistency in the program. Titles should be entered with caps only for the first letter of each word with exceptions for filler words (such as an, the, and).
    - For more information on how to format your presentation title: https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case

Presentation Information

Presentation File Submissions

A shared folder link will be emailed to approved speakers to upload their presentation files by mid-April. Please follow these guidelines for saving your files.

- PowerPoint files are recommended. We can also accept pdf files if needed.
- Presentation file names should follow this structure: **First Name Last Name**
  - Example: **Amy Davies.ppt**
- **SUBMISSION DUE DATE:** The due date for final presentation file & CE form uploads is: **May 7th, 2027**.
- If you make changes to your presentation file after the due date listed above, send an email to: nyfederation1@outlook.com
- Making changes to your presentation on the day of your session is **strongly discouraged.** Presentations need to be downloaded to the room's computer in advance. We cannot guarantee that any changes made to your presentation the day of your session will be honored.

Late submission will be documented and could affect future acceptance.

Presentation Timing

Accepted presentations are grouped into breakout sessions by similar topics. Unless you receive an email stating otherwise, each presentation is allotted 20-25 minutes with additional time at the end of the breakout session for audience Q&A.

- Example: a 1.5 hour breakout session would include:
  - Moderator Announcements & Sponsor Mentions: 5 mins
  - Intros by the moderator (occurring before each presentation): 1 min each x 3
  - Presentations: 20-25 minutes x 3
  - Audience Q&A: 5-20 minutes

Power Point Specifics

PLEASE READ! IMPORTANT!

- **PRESENTATION FILES:** With 90+ speakers, switching computers during the sessions isn't possible. Your presentation needs to be sent 1 week prior to conference to ensure we have enough time to download them to the designated room computers. You will receive a confirmation email once your presentation is received.
- **CHANGES TO PRESENTATION FILES:** If you make changes to your presentations after the due date, email nyfederation1@outlook.com to notify the A/V Coordinator that your presentation has changed.
- **BACKUPS:** Bring a backup of your presentation on a memory stick (just in case).
- **PUBLIC POSTING:** If you do not want your presentation used in Conference Proceedings that are posted on the Federation website after the conference, email NYfederation1@outlook.com with your request that it not be posted.
- **TIME MANAGEMENT:** Speakers will have 20-25 minutes for their presentation. A good rule of thumb is to allow 1-2 minutes for every slide (i.e. a 20 minute presentation should have 10-20 slides).

Handouts

The easiest way to deal with handouts (also a waste reduction method) is to provide a digital handout using a web site address or QR code at the end of your presentation file and/or in Whova.

- **How to Create a QR Code in PowerPoint** video tutorial

Prior to Conference

Speaker Coordination Meeting

Moderators for your session will be scheduling a session review at least 1 week prior to conference. This review is an opportunity to meet the other presenters in your session, a chance to ensure your name and credentials are pronounced correctly and go through a quick review of each speaker's presentation. We strongly encourage you attend the moderator's review session.

Credentials

To highlight your expertise and add credibility to our conference, we recommend adding your professional credentials (e.g., PhD, PE, CPA, LEED AP) to your *Last Name* field in your Whova profile. This simple addition helps attendees quickly recognize your qualifications and enhances the overall value of your session. Showcasing your credentials is a great way to stand out and reinforce the merit of your contributions!

CE Credit Forms

You will be notified by email if your presentation has been pre-qualified for Continuing Education Credits (a.k.a. CE Credits or PDH Credits). If you are selected, you will be required to fill out the CE form and provide a resume or CV. The CE form will be emailed when you are notified that your presentation was pre-qualified by the selection board. CE Credits are an important offering for our conference and are not optional if you are selected. We appreciate your support of this initiative.

Day of Your Presentation

Speaker Prep Session

Participate in the Intro/Prep session on the morning of your presentation. The speaker/moderator prep session times are different depending on which day of conference it is. Please make sure to check the program which is available on the conference website (https://conference.nyfederation.org/at-a-glance/) and on the Whova App.

Room Assignments

Report to the room assigned to your presentation 10 - 15 minutes before the session begins. Room assignments are listed on the program (both online and the printed version). Signs will be posted at the entrance of each room with the Breakout Session Name.

AV Technician

Each room has an assigned A/V Technician. They are responsible for the following:

- Identifying and troubleshooting technical issues with A/V equipment.
- Providing a 5-minute warning to presenters when you are nearing the end of your time allotment.

These volunteers are usually college students intending to enter the solid waste industry. Please demonstrate professional behavior if issues arise. These students could be your future teammates.

General Presentation Guidelines

These simple guidelines will help make your presentation great!

- Have an introductory slide with the title of the paper/presentation, the authors, and their affiliations.

- Have a final slide with your contact information, handout links or other important information.

- **AUDIENCE ENGAGEMENT**: To create a memorable and impactful presentation, consider incorporating interactive elements such as quick polls, show-of-hands questions, or brief audience participation moments to foster connection. Remember to read the audience questions to your audience before asking them to answer to ensure clarity for all attendees.

    - How to use Slido for Live Polls in PowerPoint Presentations video tutorial
    - Create an Audience Generated Word Cloud in PowerPoint video tutorial

- If you need to apologize for a slide (too dark, too small, too congested...), revise it! Careful editing and use of graphics is just as important. Here are some simple tips for PowerPoint Presentations

    - Use less text and increase the font size.

    - Select a background color that provides a good contrast to your font or drawing. A blue background with yellow or white type works well. Do not use a green background with red type or the reverse, as many people will not be able to distinguish the items displayed.

    - Use a maximum of three or four lines of type or figures. Tables with two or three columns; six lines of type or less are ideal.

    - Do not display long lists of data. They will be difficult to read and interpret by your audience. You may be able to read an in-depth table on the computer screen on your desk, your audience will only see this table briefly and will be unable to grasp all of its contents. Instead, add a file download link on your last slide to your speaker notes and mention these will be available once the presentation is uploaded to the conference website for distribution to conference attendees.

    - Remember that the material, which is clear and readable on your computer screen, may not be easy to read when projected. Rehearsing your presentation in a boardroom or similar setting that has a projector screen or large TV display will help you see your presentation from the audience's perspective.

- Additional Presentation Resources:

    - Conferences & Communication YouTube playlist by Andy Stapleton
    - Top 13 PowerPoint Tips and Tricks of 2024 video tutorial

Speaker Etiquette

To maintain professionalism and ensure a smooth session experience, all speakers are expected to adhere to basic speaker etiquette. Follow the simple guidelines below to help create a respectful and engaging environment for all participants.

- Speakers are expected to dress in business casual attire during their presentation. This helps maintain a professional atmosphere and reflects the credibility of the conference. Business casual includes items such as collared shirts, blouses, slacks, skirts, and closed-toe shoes. Please avoid overly casual clothing such as jeans, t-shirts, or sneakers. Your appearance contributes to the overall impression of your session and the conference as a whole.

- At the start of the breakout session and when not actively presenting, speakers must remain seated at the designated panelist table at the front of the room to show support for fellow presenters and maintain continuity.

- Avoid leaving the room during your session. This can be distracting to the audience and other panelists.

- Refrain from reading directly from your slide. Use them as visual aids and speak naturally to engage the audience.

- Avoid going off-topic. Speakers are expected to stay within the scope of their approved presentation topic. While personal anecdotes can be powerful tools for connection, they should be directly relevant to the subject matter. Avoid sharing unrelated stories—such as details about a recent vacation or off-topic experiences—that may distract from the session's purpose and reduce its professional tone. Attendees are there to gain insights aligned with the conference theme, so please respect their time by keeping your content focused, informative, and purposeful.

- Respect your allotted time. Presentations are grouped into breakout sessions by topic. Each speaker is given 25 minutes for their presentation plus additional time for Q&A. It's essential to stay within that limit to ensure the session runs smoothly and all panelists have equal opportunity to share their insights. Going over time can disrupt the schedule and reduce time available for audience questions.

Audience Q&A Tips

A well-managed Q&A session can greatly enhance your presentation and leave a lasting impression.

- When a question is asked, repeat it aloud so everyone in the room can hear and so it's captured clearly for any recordings.

- Keep your responses concise and focused—avoid going off-topic or diving too deep unless time allows.

- If a question requires a longer explanation, offer to follow up after the session.

- Be respectful and open to differing viewpoints, and if you don't know the answer, it's perfectly fine to say so and offer to connect the attendee with additional resources.

- Ending the Q&A with a brief summary or a final takeaway helps reinforce your key message and wrap up your presentation on a strong note.

SPEAKER PREP CHECKLIST

- **Submit presentation file and CE form (if required) by May 7th, 2027.**
- **Design slides for readability:** large fonts, high contrast, minimal text.
- **Include an intro slide** with title and affiliations, and a final slide with contact info or handout links.
- **Use digital handouts or QR codes** to reduce paper waste.
- **Use correct file naming format:** FirstName LastName_Day Of Presentation
- **Use PowerPoint or PDF format** for your presentation
- **Prepare for tech issues** by saving your presentation in the cloud or emailing it to yourself.
- **Update your Whova speaker profile** with credentials, photo, and contact info.
- **Attend the Moderator's coordination meeting** prior to conference
- **Practice your presentation** in advance, ideally with a projector or large screen.
- **Bring a backup** of your presentation on a USB stick.
- **Participate in the morning prep session** on the day of your presentation.
- **Arrive 10–15 minutes early** to your assigned presentation room.
- **Engage your audience** with questions, stories, or interactive elements.
- **Repeat audience questions** during Q&A and keep responses concise.

PRACTICE, PRACTICE, PRACTICE!!!

BE SURE TO PRACTICE YOUR PRESENTATION IN FRONT OF AN AUDIENCE.
PRESENT YOUR PRESENTATION AT A BROWN BAG LUNCH OR AS A COMPANY TRAINING.

THANK YOU FOR PRESENTING!!