Guidelines for Plenary Session Moderators and Speakers

Please read these guidelines for moderating and speaking at AALS Clinical Conference plenary sessions. This information should be helpful in the lead up to the meeting and onsite in order to have a successful session. You’ll also find a list of frequently asked questions which we hope will also be helpful.

Session room facilities

Meeting Room setup
The standard meeting room set up for a session includes:
- Theatre seating (*rows of chairs facing front of room with center aisle*)
- Head table and podium or talk show style (no head table)
- Tent cards with names of moderator and each of the presenters

A/V setup
The plenary session meeting room equipped with the following:
- LCD projector/screen. Please read below on connection issues.
- Because the plenary session attendance is 600 or more, AALS will have Image Magnification, to allow audience in rear of the room to see the head table
- Audio patch to connect to house sound for video or music presentations.
- Complimentary hotel WiFi. If you are planning an internet-based presentation, we recommend you download your presentation in advance. A high volume of users at the meeting may cause a slow connection on the hotel WiFi.
- One podium, and microphones for speakers on head table.
- Standing microphones on the floor in center aisle for audience Q&A.

Laptops are NOT provided at the meeting. You must bring your own device or arrange to share one with another presenter. Please note that Macs, Surfaces, and Tablets all require an adaptor to connect to the meeting projector which is VGA. You are responsible for bringing a VGA adaptor compatible with your device. PC laptops do not require adaptors. If you are not bringing a PC laptop and do not own an appropriate adaptor, we recommend checking with your school’s library or IT team to find out if there is one available to borrow or where you can purchase one.

Before the Meeting

Coordinating with other presenters
We recommend that moderators and presenters follow this basic timeline in order to have the most successful and organized program possible at the Annual Meeting. Please be sure to keep AALS informed of the addition or cancellation of presenters.

At least 6 weeks before the Conference, Meeting Moderators should
- Contact and introduce yourself to your fellow presenters
- Request a paper or electronic copy of each presentation; and
- 2-3 sentence biographical sketch for introductions
At least **2 weeks before** the Conference, Moderators should

- Arrange for presenters to upload their PowerPoint presentations onto one speaker’s designated laptop. *As a reminder, AALS does not provide laptops.*
- Determine the order of the presentations.
- Ask presenters to arrive 15 minutes prior to the session start time.
- Ask them to be available to attendees following the session to continue answering questions outside the meeting room.

When you are **at the meeting,**

- All presenters should meet with your fellow presenters *at least* 15 minutes before the session begins. With only a brief break between sessions, it is important to arrive promptly so your session can start on time and utilize the entire block allotted to you.
- The moderator(s) should brief everyone on the format of the session and how it will be conducted, including whether they plan to use timer cards or simply stand up to the side of the presenter in order to signal when it is time to conclude.

**During the session**

Please be sure to plan time to visit AALS Registration to pick up your name badge and program materials *before* you attend or speak at your session.

**Time management**

Managing time (and speakers) during a session can be challenging. To help moderators stay on track, consider the following:

The plenary sessions are 90 minutes in length. We recommend that you plan for 5 minutes of brief introductions and 15 minutes of Q&A at the end. This gives four presenters about 15 minutes each for their presentations.

**Taking questions**

We recommend waiting until the end of the session to do a combined Q&A with all presenters. Moderators should be ready with a few questions for each presenter to encourage audience participation, if necessary. For the benefit of all attendees and for the audio recording, please:

- Use the microphone
- Ask speakers during Q&A to state their name
- Repeat questions posed from the floor

**Concluding the Plenary**

We encourage moderators to provide a brief summary of the session at its conclusion and thank the speakers for presenting. Encourage attendees to evaluate the session on the post-conference evaluation that will be sent to them.

**Recording**
AALS will record the plenary sessions at the Conference on Clinical Legal Education and Workshop for New Law School Clinical Teachers. We ask you, in any capacity of speaking at these sessions, to sign the General Release, giving your permission for us to take photos, videos and audio recordings of the sessions. We will post audio podcasts of the plenary sessions on the conference website where they will be available for downloading after the conference. Please send the signed Release to 18clinical@aals.org.