Hawai'i Conservation Conference 2026
#hiconcon2026

HCC 2026 Session Moderator & WEP Room Monitors

Mahalo for supporting the Hawai'i Conservation Conference. Please review the key responsibilities below to help sessions run smoothly and on time.

Presentation Timing

Session Format	Individual Presentation	Q & A	Transition	Total
General Sessions	**12 min**	**2 min**	**1 min**	**15 min**
Symposia	**12 min**	**2 min**	**1 min**	**15 min**
Speed Talk Session	**5 min**	**2 min**	**1 min**	**8 min**
Forum	Timing varies – Session organizers are responsible for their own time keeping, UNLESS if they request assistance from the WEP Room Monitor. WEP Room Monitors should check in with session organizers to confirm if assistance is needed.			
'Aha	Timing varies – Session organizers are responsible for their own time keeping, UNLESS if they request assistance from the WEP Room Monitor. WEP Room Monitors should check in with session organizers to confirm if assistance is needed.			
Workshop	Timing varies – Session organizers are responsible for their own time keeping, UNLESS if they request assistance from the WEP Room Monitor. WEP Room Monitors should check in with session organizers to confirm if assistance is needed.			
Instructions below are for: • Session Moderators for General Sessions, Speed Talk Sessions, and Symposia • WEP Room Monitors (time keeping duties) for General Sessions, Speed Talk Sessions, and Symposia				

Prior to the session

Presenters should:

- Have uploaded their presentation in the scheduled room during designated upload times
- Ensured their presentation fits within the allotted time limits
- Be seated near the front of the room for the full session

DO NOT REMOVE FROM THIS ROOM

- Checked in with Moderator and WEP timekeeper

Session Moderators & WEP Room Monitors (time keeping duties) should:

- Arrive **15 minutes early** (another session will be going on, be present for the transition period)
- Check in and test technology
- Confirm all presenters are present
- Confirm presentations are uploaded
- Session Moderators should confirm how each presenter wishes to be introduced; you will have a packet with introductions.
- Confirm with session participants that presenter order **cannot** be changed
- If a presenter is missing, use the time for Q&A on previous presentations, **DO NOT** advance to the next presenter. Sessions must stay aligned with conference schedule.

Session Moderators Should:

- Check in/sign in with Amberly (phone number will be provided in email) prior to session.
- Reviewed presenter bios packet sent to you via email.
- A presenter bio packet will be provided for you in each room for your session. The presenter bios will be in the presenter order for the session.

During the Session

Session Moderators

- Keep moderator packet with speaker order and timing
- Begin presentations at scheduled times
- Keep introductions to **1 minute or less**
- Remain at the front of the room for the full session
- If a presenter withdraws, keep the time slot open for Q&A/discussion

What to do if the presenter goes overtime:

- At the 14-minute mark for General Sessions/Symposia and 7-minute mark for Speed Talk Sessions – WEP Room Monitor holds the **STOP** sign indicating they have used all their time.
    - Moderator, gently but **firmly** interrupt the presenter; thank them, remind the presenter & audience they can follow up at the end of the session.
    - Then introduce the next presenter (this will help the session remain on time).

- **Recommendations:**

- Prepare a few questions to ask the presenter at the end of the presentation. Allow pause for audience questions if quiet, propose a question.
- Example: "Please further explain the management implications of this work."
- Please remind people to come to a microphone to ask their questions. Assuring the whole audience will hear the question. Repeat the question if the person is soft-spoken.

Keeping Time

Session Moderator and WEP Room Monitor, please work together to ensure accurate time keeping.

Oral Presentations

- **At the 10 min mark:** hold up **2-minute warning sign**
- **At the 11 min mark:** Moderator stands (1-minute warning)
- **At the 12 min mark:** hold up **STOP sign** / **begin Q&A**
- **At the 14 min mark:** hold up **final STOP sign** / **transition to next speaker**
- If the presenter refuses to stop at the 12-minute mark, they may use the 2-min for Q&A to finish their presentation, but they **DO NOT** get additional time for Q&A.

Speed Talks

- **At the 3 min mark:** hold up **2-minute warning sign**
- **At the 4 min mark:** Moderator stands (1-minute warning)
- **At the 5 min mark:** hold up **STOP sign** / **begin Q&A**
- **7 min:** hold up **final STOP sign** / **transition to next speaker**
- If the presenter refuses to stop at the 5-minute mark, they may use the 2-min for Q&A to finish their presentation, but they **DO NOT** get additional time for Q&A.

Audience Questions

- Invite audience to use microphone
- Repeat quiet questions if needed
- Have one backup question prepared if audience is quiet

WEP Room Monitor

- You are the timekeeper to ensure all presentations and sessions start and finish according to the conference schedule.
- Sit in the front row where presenter can clearly see you
- Wear provided WEP vest
- Support moderator in keeping session on schedule
- **Indicating time:**

a. Use provided signs to signal the presenter ensuring they remain on time, also aiding moderators. **Please make sure to hold the sign up long enough for the presenter to clearly see and acknowledge the time they have left** (no less than 10 seconds).

Why Timekeeping Matters

- Multiple concurrent sessions rely on smooth transitions
- Student judging requires equal presentation time
- Fairness and respect for all presenters
- Keeps volunteers, attendees, and breaks on schedule

Mahalo, for helping create a professional and welcoming conference experience.