



Moderator Announcements

May 30 – June 1, 2018 | New Orleans, LA

www.stateofthecoast.org

As the point person in charge of managing a session, we ask that you please make these announcements at the beginning of each session. Should any other housekeeping items arise through the conference, we will leave announcement updates for you at the moderator seat in the front row of the session room.

Standard Moderator Announcements:

1. ANNOUNCE THAT SPEAKERS NEED TO TURN IN THEIR POWER POINT FILES

Speakers have been instructed to turn in their FINAL power point files 24-hours in advance of their talk at the AV Download station. This is critical because we need as much lead time as possible to load files. Please remind them.

2. BEFORE BEGINNING THE SESSION – REMIND FOLKS TO TURN CELL PHONES TO VIBRATE

This is a frequent challenge, so please stress how distracting it is to a speaker for cell phones to go off during a talk. Ideally, pull your phone out and let them watch you put yours on silent.

3. BEFORE RELEASING THE GROUP FOR A REFRESHMENT BREAK (AM & PM)

- a.) All breaks will be in the exhibit hall.
- b.) Remind attendees how long the break time is and when to be back.
- c.) Ask them to return promptly on time so as not to interrupt the first speaker after the break.
- d.) For Friday morning session moderators, please remind everyone that Student Awards will be announced during the break, so be sure to go straight to the exhibit hall during the break.

4. BEFORE RELEASING THE GROUP FOR LUNCH

- a.) Let folks know how long the lunch period is and when to be back.
- b.) A luncheon with a featured keynote speaker is on the program Wednesday and Thursday. Ask them to return promptly after lunch so as not to interrupt the first session speaker.

5. BEFORE RELEASING THE GROUP AT THE END OF THE DAY

- a.) Remind them complimentary morning refreshments are served daily at 7:30am in the exhibit hall (coffee, tea, decaf, juices, bagels and assorted pastries, yogurt, snacks, etc.)
- b.) Remind them what time the session starts the next morning.
- c.) If you are a session moderator on Thursday at the end of the day, please remind attendees the Poster Session Happy Hour is from 5pm – 7pm and encourage them to attend.

Thank you for your dedication to State of the Coast, and for your help facilitating a smooth, organized, successful session!

Questions? Email: kimberly.reyher@crcl.org | SOC18 Web Site: <http://stateofthecoast.org/>