

ACES 2022 Moderator Guidelines

Thank you for agreeing to serve as a moderator.

Responsibilities

- Moderators are responsible for keeping time and ensuring sessions adhere to the printed schedule.
- Remind speakers that they have 20 minutes total: 15 minutes for their talk and 5 minutes for Q&A afterwards. Panel sessions will flow as the session organizer has decided.
- Introduce each speaker with the brief bio before they begin. Be sure to know how to pronounce their name.
- Use your watch or phone to keep presenters on time. Hold up the placards to notify speakers when their time is up. These cards state 3 minutes, 1 minute, and STOP. You may need to approach the podium to stop a presentation.
Please note: Aside from the plenary sessions, we have four rooms running concurrently with presentations occurring at the same time – and we need all speakers starting and stopping at the **published time** so attendees can rely on the printed schedule. This is critical to the success of the conference.
- In the event of a speaker no-show, please conduct Q&A during that time slot. (See below for tips.) **Do not ask the next speaker to begin early or the program agenda will be off schedule the remainder of the session.**

Audiovisual (AV) Information

- A Moderator Assistant will be on hand in each room. This volunteer will be responsible for showing the speaker how to use the remote control to the computer projector. If you need additional help from the Assistant, such as timekeeping, please don't hesitate to request it.
- Sessions are being recorded and AV Technicians will be stationed in each meeting room to call up the presentations and run the AV equipment (laptop, projector, speakers/sound, etc.).
- Please introduce yourself as the moderator to your assistant and the AV tech and consult with them as needed.
- Speakers have been instructed to turn in their PowerPoint files in advance to the AV Download station in the registration area. Please encourage them to do so if you have contact with them before their talk. We need their PowerPoint files **no later than 24-hours prior** to their presentation.
- All PowerPoint Files will be loaded IN ADVANCE to the laptop in each meeting room.

Review of AV Equipment to be used in Concurrent Session Rooms

- Computer Projector
- Podium Microphone
- Remote Control (for advancing & reversing slides)
- Moderator Tip Card and Timer Cards (3-minutes; 1-minute; STOP)

Facilitating a Session

- A seat will be reserved for you in the front row of the meeting room, where you will find a moderator tip card, a recap of announcements to be made and timing placards. Plenary session moderators will have a seat on stage.
- Locate all speakers at the front of the room before the start of your session to confirm they are present and verify you know how to pronounce their name.
- Before each speaker begins, introduce the speaker with the bios sent to you via email.
- If someone in the audience asks a question, **REPEAT THE QUESTION** so that everyone, including those in the back of the room, hears and understands the question before they hear the speaker's response.
- If there is time for Q&A after speaker presentations and no one from the audience has questions, moderators should pose questions to stimulate discussion.

General Announcements: Moderators will be asked to make some announcements at the beginning and end of sessions. It is important to make these announcements, or many people will be asking the same questions. We will print a copy and leave it for you at the moderator station the day of your service.

MODERATOR BRIEFING: (Salon F, G & H): A briefing is scheduled at 3PM Monday, December 12 where we will review logistics involved in managing a session and details about recording. Please make it a priority to attend.