



FLORIDA KEYS

MARINE SCIENCE CONFERENCE & WORKSHOP

October 27–30, 2025

Coral Springs, FL

Moderator Responsibilities

Registration Deadline: August 22, 2025

Moderators play a crucial role in the success of the conference. As the person in charge of managing a session, we rely on your professional expertise as well as your ability to introduce speakers, facilitate discussion and keep the session on time.

MARK YOUR CALENDAR: To ensure sessions run as smoothly as possible, we will conduct a Moderator Briefing via Zoom: **Wednesday, October 15: 11:00am–11:30am** (*We will send an invite by email; block your calendar now please.*)

During this briefing, we will provide an overview of the meeting set-up and review equipment to be used (i.e., microphones, remote controls, timing method, etc.). *If you can't attend the briefing, we are not able to provide one-on-one instructions at the conference, but you can watch how other moderators perform during sessions and learn from them.*

Instructions for Moderating a Session: (To avoid surprises and gaffes, please don't dismiss these requirements.)

- As the conference dates near, we will email you a message about final details you can send your speakers as a reminder.
- A few hours before your session, check-in with staff at the Audio Visual (AV) Download Station next to registration and confirm all your speakers have arrived and turned in their PowerPoint (PPT) files. **Don't forget to do this!**
- Arrive in the session room at least 7 minutes prior; introduce yourself to the AV Tech to confirm they are ready to go.
- A seat is reserved for you in the front row, so you are close to the podium. Locate all speakers at the front of the room to confirm they are present. Remind them how you plan to alert them when time is up. (See Speaker Timing below).
- Speakers have been instructed to upload their PowerPoint files via a portal link we will provide to them. We ask they upload their presentation by Thursday, October 24, or no later than
- PPTs will be pre-loaded with the tech in each meeting room. The AV Tech will open each PPT while you introduce the speaker. Speakers will advance slides/use a laser pointer with a Perfect Cue remote and view Presenter Notes on the 48" comfort monitor on the floor in front of the podium. We are not recording talks, but with their permission, we will share a PDF of their slides on the conference web site after the it concludes. *Presentations are usually posted within 30 days.*
- Sessions begin with a five-minute introduction period which serves as a buffer for attendee arrival and announcements. Introductions should not promote organizations or projects. You may also use this time to share the session objective, but do not have the first speaker begin early. There is no need for you to produce a PowerPoint or try to squeeze in a talk in this five-minute window.
- We suggest reviewing speaker abstracts in advance. Abstracts will be emailed to you as a PDF and we encourage you to bring a copy of your session speaker's abstracts with you.
- **Speaker Timing:** Each speaker has 15 minutes. Use your phone to keep time. They must start and stop at the published time so attendees can rely on the printed agenda. We provide cue cards you will use to alert them when they have 5 minutes, 3 minutes and 1 minute left so they can begin wrapping up. The STOP card means time's up. **We have two sessions running concurrently and attendees move between rooms, so speakers need to start and stop on time.** A 10-minute Q&A period is at the end of each session. We suggest preparing questions in advance to stimulate discussion if it appears to be needed.
- If a speaker No Shows, **do not ask the next speaker to begin.** *Speakers must present at the times published in the program agenda.* Either send folks to other sessions or conduct impromptu discussion during any vacant time slots.
- **Announcements:** At the beginning and end of each session, please make these announcements to communicate updates to attendees. <https://conference.ifas.ufl.edu/floridakeys/documents/FKMSCW-2025-Moderator-Announcements.pdf>

Questions? Email: bmt@ufl.edu

Web Site: conference.ifas.ufl.edu/floridakeys