GEER 2023
Greater Everglades Ecosystem Restoration

April 17-20, 2023 | Coral Springs, FL

Data Synthesis, Integration, and Innovation

Moderator Announcements

conference.ifas.ufl.edu/GEER

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.

4. BEFORE RELEASING THE GROUP FOR LUNCH
   a.) Let folks know how long the lunch period is and when to be back.

5. BEFORE RELEASING THE GROUP AT THE END OF THE DAY
   a.) Remind them complimentary morning refreshments are served daily at 7:30am daily 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 Tuesday afternoon at the end of the day, remind attendees the Poster Session Social will be held in the Exhibit Hall from 5:00pm – 7:30pm.

   d.) If you are a session moderator on Wednesday afternoon at the end of the day, remind attendees the Poster Session Social will be held in the Exhibit Hall from 5:00pm – 7:30pm.

   e.) If you are a session moderator on Thursday afternoon at the end of the day, remind attendees the Closing Keynote Presentation is from 4pm – 4:30pm and encourage them to attend.

Thank you for your dedication to GEER,
and for your help facilitating a smooth, organized, successful session!