



**MARK YOUR CALENDAR:** A MODERATOR MEETING is scheduled Monday, April 17 at 5:15pm in the Ibis Room. We will provide an overview of the meeting-room set-up and any equipment to be used (i.e., microphones, remote controls, timing method, etc). There are 45 moderators, so please make every effort to attend this meeting so we can review everything at once as a group. If you miss this meeting, please watch how other moderators perform and learn from them. If you have questions about moderating, please consult with another moderator and ask them to show you equipment and brief you on tips for success.

## Speaker Management Responsibilities

- **A seat is reserved for you in the front row of the meeting room.** There you will find a moderator checklist, a recap of any announcements to be made, timing placards and in the larger rooms, a hand-held microphone so you may introduce speakers from the floor to facilitate quicker transitions between speakers.
- **Locate all speakers at the front of the room before the start of your session** to confirm they are present. We suggest you prepare in advance a one-page recap of speaker names, talk titles, affiliations and brief bio introductions in order of their talks. Remember, keep introductions short. **Sessions must stay on time.**
- **A student volunteer will be seated with you to assist with putting the lapel mic on speakers** while you are introducing them. This speeds up the transition between speakers.
- **There is a 10-minute window at the beginning of the session** (it is labeled on the agenda as Session Introduction & Overview.) ***This time slot serves as a buffer to allow for latecomers to be seated, and for housekeeping announcements.*** While moderators do not need to make a formal presentation during this window of time, some moderators create a PowerPoint slide listing the session theme, speaker names and talk titles for one group introduction. Some use that time to welcome folks to the session and give a brief summary about the topic of the session. If you plan to use PowerPoint for an overview, turn the file in at AV Download and let them know it is for your introduction. *Moderators are asked not to use the session introduction as an opportunity to promote a company/organization, product or specific project.*
- **Speaker Introductions:** We suggest you prepare in advance a one-page recap of speaker names, talk titles, affiliations and brief bio introductions in order of their talks. Remember, keep introductions to just a few sentences. Time is very limited.
- **SPEAKER TIMING:** Use your watch to keep presenters on time; we will give you placards to hold up and notify speakers when their time is up. These cards state 3 minutes, 1 minute, STOP. You may have to stand up and approach the podium to curtail a presentation. **We have five rooms going at the same time – and we need all speakers starting and stopping at the published time so attendees can rely on the printed schedule.**
- **In the event a speaker No Shows, please conduct Q&A during that time slot. Do not ask the next speaker to begin early.** All concurrent sessions need to run on the same time schedule. Poor time management of speaker presentations and sessions being off schedule is the single largest complaint we receive in evaluations. Speakers must start & end on time as per the published schedule in the printed program.
- Speakers are to turn in their power point files at the AV Download station 24-hours prior to their talk.
- All PowerPoint Files are loaded in advance on laptops in each meeting room. AV Technicians are responsible for calling up speaker presentations, monitoring sound and turning lights up and down.
- A microphone will be in the center aisle of larger rooms for audience questions. If no one has questions, moderators should pose pre-determined questions to stimulate discussion. During Q&A, repeat questions so everyone hears and understands the question before a response is given.
- Please record session attendance numbers on the Attendance Sheet provided so we can track interest levels.
- A few hours before your session, we recommend you check in with staff at Registration & AV Download to confirm all of your session presenters have arrived, and turned in their PowerPoint files.