



# Moderator Responsibilities

September 23-26, 2019 | Lake Buena Vista, FL

[www.conference.ifas.ufl.edu/isbm2019](http://www.conference.ifas.ufl.edu/isbm2019)

Moderators play a crucial role in the success of the conference. As the point person in charge of 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:** A moderator briefing is scheduled [Monday, September 23 at 5:30pm in the general session 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 eight 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 ask another moderator to show you the equipment and brief you on tips for success.

## Instructions for Moderating a Session

- A few hours before your session, check in with staff at the AV Download Station next to registration and confirm all of your speakers have arrived and turned in their PowerPoint files. If you have any questions about your role as a moderator, they will be happy to assist you.
- Arrive in the session room at least 5-7 minutes prior to the session. A seat is reserved for you in the front row, so you are seated close to the podium.
- Before the session begins, locate all speakers at the front of the room to confirm they are present and that you can properly pronounce their name. Please also review how you will use timer cards to alert them when their time is up. *See Speaker Timing below.*
- Speakers have been instructed to turn in their PowerPoint files at the AV Download station 24-hours prior to their talk.
- All PowerPoint Files will be pre-loaded onto the presentation laptop, which will be stationed at the Tech Station at the back of the room. A volunteer tech will call up speaker PowerPoints and will monitor projection, sound and equipment.
- You are responsible for putting the lapel mic on speakers before introducing them, or they may use the podium mic.
- Speaker Timing:
  - Each speaker has 15 minutes to present unless specified otherwise in the agenda.
  - Please keep introductions short. Introductions should not promote organizations or projects.
  - Use your watch or phone to keep presenters on time in accordance with the agenda.
  - You will be given moderator timer cards that state 3 minutes, 1 minute and STOP. Hold these cards up at the applicable time so speakers have forewarning to begin wrapping up. Once it is time to STOP, you may need to stand up and approach the podium. Please ensure they promptly end their presentation so as not to infringe on the next speaker's time.
  - In the event a speaker finishes early, you may ask for audience questions.
  - Please stay on schedule so each presentation begins at the time posted in the detailed agenda.
- Announcements: We ask that you make housekeeping announcements at the beginning and end of each session to help organizers communicate updates to attendees. Here is a link to standard announcements that need to be made: <https://conference.ifas.ufl.edu/isbm2019/documents/ISBM-2019-Moderator-Announcements.pdf>

Questions? Email: <mailto:bmt@ufl.edu>

Web Site: <http://conference.ifas.ufl.edu/ISBM2019>