Moderator Information

AV Equipment to be Used
- Computer projectors (one per screen)
- Podium mic (wired gooseneck mic fixed at the podium)
- 2 Handheld microphones (one for moderator; one in the aisle for Q&A)
- 2 Tabletop mics per six-foot table on the stage (if there is a panel session)

Meeting Room Set up and Presentation Laptop
- Speakers have to turn in their files at the AV Download station 24-hours prior.
- PowerPoint Files will be loaded in advance onto the laptop in the meeting room.
- The laptop will be on the podium so speakers can use Notes View and use the keyboard to advance slides.
- AV Technicians will call up speaker files, operate projection and manage mics/sound, etc.
- The AV Technician will be off to the side at the front of the room so they can quickly access the laptop and mics if anyone has difficulty with anything.

Before the Session Begins
- Arrive in the room early. There is a seat reserved for you in the front row near the stairs to the stage.
- Introduce yourself to the AV TECH working in your room. Let them know you are the moderator and confirm all speaker PowerPoint files have been turned in.
- We recommend having a printed copy of each speaker's abstract handy for Q&A. Introductions should be brief – name and affiliation as printed on the agenda, and mention of their talk title and role/expertise.
- Speakers were asked to sit in the front row. Make sure they are all accounted for *before* you begin the session.

At the Beginning of the Session
- Ask everyone to be seated and silence their phones.
- Welcome everyone to the session and introduce yourself. Please be brief.
- Please stay on schedule and do not use slides for this component.

Speaker Presentations & Timing
- Introduce each speaker before they begin (not all at once).
- Speakers have 10-12 minutes for the talk and 3-5 minutes for Q&A [15 minutes total] Some may prefer to hold questions until the discussion period at the end of the session.
- If more than one person is presenting the same talk, they share the time and will introduce their next presenter.
- Please track speaker talk duration using your watch or smart phone.
- Give them a signal at 3 minutes, 1 minute, and STOP. (Timer cards will be at your seat in the front row.)

Facilitate Q&A Afterward
- If someone in the audience has a question, please ask them to step up to the aisle mic so everyone can hear it.
- If no one has a question, be prepared to ask one yourself.
- If the speaker goes over the 15 minutes, there will not be time for questions.
- Thank them for their presentation and introduce the next speaker.
- Conduct Q&A as reviewed in your advance planning call with the speakers.

At the End of the Session – Please Make Announcements
- After time is up, thank everyone for coming.
- Before discharging the room, communicate updates to attendees by making routine announcements. You'll find a copy of Moderator Announcements at the Moderator Seat when you arrive in the room.

You are presiding over the session, and we need your help keeping attendees informed. Here are standard announcements: https://conference.ifas.ufl.edu/floridakeys/documents/FKMSCW-2025-Moderator-Announcements.pdf

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