GEER 2021
Greater Everglades Ecosystem Restoration
Adapting Science and Management to a Changing World

Moderator Responsibilities & Instructions for Participation

LIVE VIRTUAL CONFERENCE ON ZOOM: Week 1: April 19-22 & Week 2: April 26-29, 2021

Moderators play a crucial role in the success of the conference. As the point 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.

Advance Preparation

Mark Your Calendar: We will conduct a moderator practice session on **Tuesday, March 30 from 3:00PM-5:00PM**. There are more than 70 moderators and co-moderators, so please make every effort to attend **this important** meeting.

- o We will review the overall process for handling sessions, conducting Q&A via chat, and managing attendee interaction.
- o Make sure your Zoom account is always updated with the latest version. **THIS IS CRITICAL**
- o Review the [Zoom Pre-Meeting Checklist](#) and download the Zoom application and verify it works on your PC.
- o If you can run or disable automatic software updates, do so in advance of the conference to avoid your computer shutting down or running updates during a session.

Session Management

- Each Zoom meeting opens 60 minutes prior. Moderators and speakers should log in at least 50 minutes prior to the published start time for a final technical run through. Please help us out by arriving early and being prepared.
- Speaker PowerPoints will be uploaded beforehand. AV Techs are responsible for opening files and starting presentations.
- Speakers will use a Global Cue to alert Techs to advance their slides. Speakers may choose to pre-record their talk and upload an MP4 file for presentation.
- Each session begins with a 10-minute Introduction & Session Overview. Do not start early! This window serves as a buffer for attendees to arrive, get to the right breakout room, and to make sure everything is ready to go, etc.
- At the beginning of a session, the Moderator is to welcomes attendees, give housekeeping remarks, and instruct attendees how the session will be run. Please do not promote organizations or projects. Moderators should print speaker abstracts and compile introductions in advance. [NOTE: Abstracts are linked on the virtual platform under each talk listing. A PDF compilation is also linked on the site.]

Speaker Management:

- Multiple sessions run concurrently. Speakers must start and stop at the published time so attendees can rely on the schedule to navigate from breakout to breakout. Use your cell phone timer to keep speakers on schedule.
- IMPORTANT: If a speaker exceeds their time limit, the AV Tech will mute their mic and close their PowerPoint file.
- Standard Sessions: Each speaker has 15-minutes – 12 minutes for the talk and 3 minutes for Q&A. Give speakers two alerts - when they have 3-minutes and 1-minute left. The final three minutes is allotted for Q&A.
- Lightning Sessions: Speakers have 5 minutes with no questions immediately following a talk. There is a 10-minute discussion period at the end of each session. Maybe give a time warning when they have one-minute left.
- Q&A: During each presentation, the Co-moderator is responsible for tracking questions submitted by attendees in the Chat feature. Select and read 2-3 of the most asked and relevant questions for the presenter to answer.
- ANNOUNCEMENTS: At the end of each session, you will be asked to remind attendees when the next session starts.
- OPEN FORUM: After announcements, the Zoom meeting will remain open for 30 minutes afterward for attendee engagement. *This segment will not be recorded.* You are encouraged to facilitate discussion and interaction amongst attendees.

Review this document: **https://conference.ifas.ufl.edu/geer/docs/2021/GEER-2021-Moderator-Speaker-VIRTUAL-Instructions.pdf**