Moderator Responsibilities

April 22-25, 2019 | Coral Springs, FL

Registration Deadline: March 1, 2019

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.

MARK YOUR CALENDAR: A MODERATOR MEETING is scheduled Monday, April 22 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 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 session presenters 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 7 minutes prior to the session and check in with the AV Technician to confirm all slide presentations are on the laptop and ready to go.

- A seat is reserved for you in the front row so you are close to the podium. Locate all speakers at the front of the room to confirm they are present. Review how you plan to alert them when 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. Tuesday speakers should email the file to: Rachel Surette at rsurette@ufl.edu by 2pm Monday, April 22.

- All PowerPoint Files will be pre-loaded onto laptops in each meeting room. Volunteers are responsible for calling up speaker presentations, and AV Technicians will be available to monitor sound and equipment.

- A volunteer will also assist with putting the lapel mic on speakers and pulling up their PowerPoint file while you introduce them. This speeds up the transition between speakers and helps keep the session on time.

- Each session begins with a five-minute Introduction & Overview which serves as a buffer to allow for attendee seating and conference announcements. Please do not start the first speaker during this time slot.

- We suggest you print speaker abstracts in advance so you have their bios handy. Abstracts will be emailed to you as a PDF no later than two weeks prior to the conference. NOTE: Introductions should not promote organizations or projects.

- Speaker Timing: Use your watch or phone to keep presenters on time; we recommend you give speakers a warning when they have 3 minutes and 1 minute left so they can begin wrapping up. When time is up, please make sure they curtail their presentation. We have five sessions running concurrently, and need all speakers starting and stopping at the published time so attendees can rely on the printed schedule. A 10-minute period is scheduled at the end of each session for discussion and Q&A.

- In the event a speaker No Shows, do not ask the next speaker to begin early. Speakers must present at the times published in the program agenda. We recommend you conduct group discussion during any vacant time slots.

- Announcements: At the beginning and end of each session, we ask that you make housekeeping announcements to help organizers communicate updates to attendees. Here is a link to some of the standard announcements that need to be made: https://conference.ifas.ufl.edu/geer2019/documents/GEER-2019-Moderator-Announcements.pdf

Questions? Email: mailto:bmt@ufl.edu | Web Site: http://conference.ifas.ufl.edu/GEER2019/