



National Conference on Ecosystem Restoration

July 26-29 & August 2-5, 2021 | Virtual Conference

Moderator Responsibilities & Instructions for Participation

LIVE VIRTUAL CONFERENCE ON ZOOM: Week 1: July 26-29 & Week 2: August 2-5, 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 briefing on **Monday, June 28, 3:00PM-5:00PM Eastern**. Please attend.

- We will review the overall process for handling sessions in Zoom, conducting Q&A, and managing attendee interaction.
- Make sure your Zoom account is always updated with the latest version. ***This is required to access breakouts.***
- Review the [Zoom Pre-Meeting Checklist](#) and download the Zoom application and verify it works on your PC.
- 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.
- Speakers must pre-record their talk and upload an MP4 file for presentation.
- AV Techs will open files and start presentation recordings after you introduce each speaker.
- 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 welcome attendees and give housekeeping remarks (remind folks to mute their mics). Please do not promote organizations or personal projects. Moderators should print speaker abstracts and compile introductions *in advance*. [NOTE: Once the private, password protected virtual platform goes live, abstracts are linked under each talk listed in the agenda. A PDF compilation is also linked on the virtual platform.]

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 clock to stay on schedule.
- Each speaker has 15-minutes – 12 minutes for the recorded talk to play and 3 minutes for Q&A afterward.
- Q&A: To promote engagement, we recommend letting session attendees open their mic and ask questions directly. We want to maximize engagement but be prepared to intervene should an attendee attempt to commandeer the discussion. Attendees can also submit questions via chat, so you will need to monitor chat and pose those questions on behalf of the audience.
- ANNOUNCEMENTS: At the end of each session, remind attendees when the next activity starts (that day or the next).
- OPEN FORUM: After the session concludes, the Zoom meeting will remain open for 30 minutes for ongoing attendee discussion. *This segment is not recorded.* You are encouraged to stay and facilitate interaction among attendees.
- Please take a moment to review [NCER Speaker Instructions](#) so you are aware of what they are being told.
- We also ask that you review these [Virtual Instructions for Speakers and Moderators](#) as a heads up prior to the briefing.
- For convenient reference, here are links to the [NCER Detailed Agenda](#) and the [NCER Moderator Roster](#).

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

Web Site: <http://conference.ifas.ufl.edu/NCER2021>