

Helpful Hints for Moderating Sessions

1. Arrive in the room 5-10 minutes early. Locate the light switches; you may need to dim the lights if your speaker is doing a PowerPoint presentation. An LCD and podium computer/laptop (if necessary) will be in each room. Presentations will be pre-loaded on computer or speakers will bring their presentation on a thumb drive. If a speaker brings own laptop, do not turn the LCD off between speakers, even when laptops are disconnected.
2. Make the speaker feel at ease. Offer something to drink. Ask if you can be of any assistance.
3. If the presenter provided handouts prior to the conference, attendees receive an email with a link to access the documents 2 - 4 days prior and one week after the conference date. If the speaker brings extra handouts, please be sure to save one copy for our files and bring it to the registration desk. Please assist in distributing any materials to participants. Please do not agree to make extra copies of handouts and refer requests to the speaker.
4. Keep the session on time.
 - Let the speaker know that you will use time signs to signal when there are 10, 5, 1, and 0 minutes remaining, as needed. There will be time signs in each room for this purpose.
 - **Begin on time** - this is critical not only to give your speaker the time expected and prepared for, but also to convey that the conference is well organized and well run.
 - Speak loudly. Tell the audience who you are, where you are from and that you will be moderating the session.
 - **End on time** - we have only 15" between sessions. If a speaker persists in going over the allotted time, stand up, move toward the front of the room and diplomatically suggest that the speaker may be contacted during the break.
 - After the presentation, thank the speaker and remind participants the evaluation will be available the day after the activity in their account.
5. You should have received the CV or bio of the speaker(s) you are introducing prior to the conference.

BRIEFLY introduce the speaker and co-presenter(s) if any or you may ask the major speaker to introduce their co-presenter(s). Since each concurrent session is scheduled for **60 minutes, including questions and discussion**, please keep the introductions to just a minute or two.

The most important part of an introduction is to convey to the participants that the speakers have been selected for their relevance and contributions to our audience. Please do not read verbatim from the bio/CV, but choose only what is most relevant for the particular presentation. You might want to highlight key pieces of information such as: current position, institution, degrees, selected honors/societies/awards (limit to two or three), research and /or publications relevant to the topic and publications. For speakers who have many publications and presentations, feel free to state they have "multiple presentations and publications to their credit."
6. Most often the speaker handles the Q/A period, but your input might be needed. **Remind the speaker to repeat questions for all to hear.** We have a sign to remind speakers to repeat the questions, along with the time remaining signs.
7. If there are problems with AVs, lighting, sound system, room temperature, or if you need extra chairs, please report this to the staff at the registration table.

Please remember the conference staff is nearby should you need assistance!