



FINDING COMMON GROUND

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Session Moderators Guidelines

The primary duty of the Moderator is to keep the session moving and **on schedule**. The moderator will also introduce speakers and moderate the 5 minute question and answer portion of the speaker presentation time. It is **important that the presentations start and end at the appointed time**. Inform your speakers in advance that they will not be allowed to exceed the scheduled time and be prepared to **personally usher them away from the platform should they run overtime**.

Each speaker will be allotted a specific amount of time for their presentation and questions for questions from the audience. Bios that are provided by each speaker vary in length so the moderator has been given the bios in advance in order that they have time to read them over and “standardize” the information they will use to introduce each one.

Moderator Duties:

1. Familiarize yourself with the papers in your session. If possible, prepare a few written questions prior to the session that can be used to initiate the question and answer discussion portion if necessary.
2. The program chairman, moderator and speakers of each session should meet at the podium in the morning before the sessions begin to review session ground rules. Notify the Program Chair of any no-shows so that Schedule adjustments can be announced.
3. Coordinate with session assistant(s) as to control of lights, climate and A/V needs including the recording of presentations (where permitted).
4. Personally confirm the proper operation of:
 - a. Lights/Dimmers
 - b. Microphones
 - c. Projectors
 - d. Pointers
 - e. Drinking water for the speaker
5. Make sure that each speaker’s presentation is loaded and ready to go. Advise speakers of equipment operation including projectors and microphones.
6. Start the session **on time** with a brief introduction.
7. Introduce each speaker **on time**.
8. **Operate the timing device** and notify the speaker at 2 minutes remaining and 1 minute remaining. Stop the speaker when the time has expired.
9. Initiate questions and answers at the end of each speaker’s presentation if time allows. Use judgment in controlling the question and answer session to keep the discussion topical.
10. When the session time has expired, announce the close of the session and if discussion is lively, suggest a continuation of discussion individually with speakers after the session. Thank everyone.

Have a great session!!!