



### **Moderator Instruction:**

Thank you for your support. Your role is critical to the success of the conference. Each presenter will have **15 minutes** to present and **10 minutes** to questions (**25 minutes** in total for each presentation). It is the moderator's responsibility to strictly adhere to the 5 and 2-minute warnings and cut a speaker off once his/her 25 minutes are over. Even a minute over is unfair to the presenters that follow.

NOTE: If for any reason, you are unable to moderate your scheduled session, please find a replacement and notify a conference representative at the registration desk.

### **Moderating the Session**

- It is important that the moderator keep the pace of the presentations within the allotted time frame. Please aim to arrive early to your assigned room (possibly 10-15 minutes before the session starts). Upon arrival, please check that the audio/visual system is working, and the room is organized and presentable. If there are any issues, please contact the Conference Registration Desk.
- Meet and greet the speakers. Ask how they wish to be introduced (this is also a good time to get the correct pronunciation of names) and if the presenter is new to the conference, attempt to put them at ease. Let them know that you are there to assist and tell them about the 5-minute and 2-minute warnings.
- Have all the presenters load their PowerPoint slides onto the computer before the session to save time between presentations.
- Be in place to greet the audience and try to get them to sit in front and then fill into the back. If there are handouts, offer to assist.
- Once all the presenters are in place, make the following announcements:
  - Introduce yourself to all participants.
  - Tell them about the 15-minute presentation and 10-minute questions format.
  - Mention that the fire exit staircases are beside the hall and that an alarm and instructions over the intercom system will sound for any emergencies.
  - Remember that the session will have three presentations and advise the participants to not leave the room during the presentations as a form to respect and support the other colleagues and keep the session organized and on time.
- At the appropriate time, hold up your "5" and "2" minute warning sign to let the presenter know how much time they have left. This is critical and is the most important task of the moderator. Once the speaker reaches the 15-minute mark, stop them with a "thank you". Then stand at the front of the room and facilitate the 10-minute question and answer session.
- During the questions, constructive criticism is fine, but do not allow a member of the audience to harass the presenter. That is not the point of this conference.