



Moderator Responsibilities

May 30 – June 1, 2018 | New Orleans, LA

www.stateofthecoast.org

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.

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 8-10 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).
- A volunteer will 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. Please do not start the first speaker during this time slot. It serves as a buffer to allow for attendee seating and for you to make important announcements on behalf of the conference. NOTE: Introductions should not be used to promote organizations or projects.
- Speaker Introductions: We suggest you print speaker abstracts in advance so you have their bio handy. The abstract book will be made available online as a PDF on the SOC18 web site no later than one week prior to the conference so you will be able to access their files there. Please keep introductions short so the session stays on time.
- 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 know to curtail their presentation at 17 minutes. Use the remaining 3 minutes for Q&A. **We have 8 sessions running concurrently, and we need all speakers starting and stopping at the published time so attendees can rely on the printed schedule.**
- In the event a speaker No Shows, conduct group discussion during that time slot. Do not ask the next speaker to begin early. Speakers must present as per the times published in the program agenda.
- Speakers have been instructed to turn in their PowerPoint files at the AV Download station 24-hours prior to their talk. Those speaking on the first day (Wednesday) are to email the file to: presentations@crcl.org no later than **2:00pm Tuesday**.
- 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.
- Each session consists of a 5-minute period for introduction and overview, followed by four consecutive 20-minute talks (17 minutes per talk plus 3 minutes Q&A). The session ends with a 5-minute discussion period among all session presenters. **If no one has questions, moderators should have pre-determined questions ready to stimulate discussion.** During Q&A, repeat questions if necessary so everyone hears and understands the question before a response is given.
- 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: http://conference.ifas.ufl.edu/soc18/documents/SOC18_Moderator_Announcements.pdf

Thank you for your support of SOC18! **Questions? Email:** SOC18@crcl.org | **SOC18 Web Site:** <http://stateofthecoast.org/>