

Moderator Instructions

Moderators play an essential role in ensuring that the conference runs smoothly and on time. Thank you very much for agreeing to be a session moderator.

As moderator, please:

Arrive a few minutes early at the room where the session that you are moderating will be held. Identify the presenters for your session.

Introduce yourself to each presenter, and let them know that you are there to assist them and help maintain the presentation schedule.

Find out how they would like to be introduced, and keep the introduction brief.

Explain to the presenters that they have a maximum of 20 minutes for the presentation, followed by up to 10 minutes for questions and answers. You will give them a 5 minute, 2 minute, and 1 minute warning, and if they go over time, you will ask them to stop.

Begin the session on time. If members of the audience are standing, ask them to be seated.

Welcome everyone to the session, and introduce yourself

Introduce each speaker at the start of their presentation.

During their presentation, keep an eye on the time, and use the warning cards if necessary. During the Q and A, make sure that one person does not dominate the discussion. If the discussion goes more than one minute over time, then you will need to interrupt the conversation by saying something like "Our time is now up. You will have an opportunity to continue the discussion during the next break."

Thank each speaker, and lead the applause.