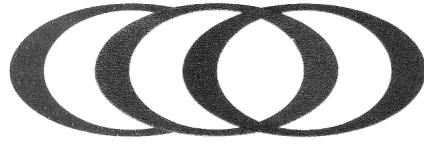


# H. Moderator Guidelines Sample



## International Erosion Control Association

### **MODERATOR GUIDELINES FOR TECHNICAL SESSIONS**

The following are guidelines to help you manage your session and to describe your responsibilities. These guidelines will be covered in detail at the Speaker & Moderator meeting on the day you are moderating. Come prepared to ask questions so you understand your responsibilities completely.

#### Summary of Moderator duties:

1. Start the Training Course on time
2. Request that all cell phones and pagers are turned off
3. Introduce the Training Course's title
4. Introduce the speaker(s)
5. Assist in the audio-visual gear
6. Manage room lighting, microphones, and temperature
7. Take a head count half way through each session, record on head count form and turn it in at registration
8. Close the Training Course on time
9. Thank the speaker(s)
10. Read daily up-date
11. Tell the attendees where to go next and ask them to fill out an evaluation

#### Prior to the Session

Check with the speaker and the audio-visual equipment before the session begins to be certain that the equipment is functioning. If you encounter any problems please contact Jen Kimbel or an AV staff person. You should familiarize yourself with the operation of the lighting and sound system in the room.

#### The Session

1. Greet attendees
2. Holding to the time schedule is an essential part of a successful conference. The session must begin on time and end on time. You must adhere to the printed schedule. **It is the responsibility of the Session Moderator to maintain this schedule.**

3. The allotted time includes **both** the introduction and the discussion. The Session Moderator should note the total time allotment per paper, workshop or forum **before** the session starts. Meet with the speaker(s) for a minute before the session starts to get information from them for the introductions. Introductions of speaker(s) should be brief. Please use the podium microphone to make your introductions and announcements. You can find the biography and session information attached. As a suggestion, give the speaker's name, current position, employer, and a sentence or two about education and/or experience within the industry. If there is more than one speaker for the topic introduce all the speakers and then turn it over to the first speaker.
4. If a speaker requests additional time, suggest to the speaker that they will be available after the completed session for questions on a one on one basis.
5. The Moderator is expected to assist in overseeing any discussion and questions and answers (Q&A). The moderator should review with the speaker(s) if he or she wants to reserve some time for this. Open the session to questions from the audience near the conclusion of the session (confer with the speaker prior to the session so you are both on the same schedule). The Q&A portion of the session is often the most important and most rewarding for speakers and attendees. These segments help the audience to grasp the significance of the subject, clarify ideas, find solutions to problems, and gain new insights. Rephrase a question if it is unclear, or restate barely audible questions. *Please practice to repeat every oral question to make sure everyone hears it.*
6. As the presentation of a speaker nears an end, the Session Moderator should alert the speaker of time available for presentation (indicating five minutes and two minutes before time is up, and at the end of the allotted time.) **Do not hesitate to tell the speaker that his/her time is up.**
7. Finally, remember to stay on schedule and have fun!
8. Be sure to attend the Speaker/Moderator meeting on the morning the Technical Session you will be Moderating. It is mandatory that you attend.

**THANK YOU!**