



## HELPFUL HINTS FOR MODERATING SESSIONS

1. Arrive in the room 30 minutes early.
2. Try to make the speaker feel at ease by offering something to drink or asking if you can be of any assistance.
3. Assist in distributing any materials to participants. However, don't assume that you should be responsible for making extra.
4. Keep the session on schedule.
  - **Begin on time.** This is critical not only to give your speaker the expected time and prepared for, but also to convey that the conference is well organized and well run.
  - **Speak clearly and loudly.** Ensure that the audience can hear you from the back room.
  - **Introductions.** Tell the audience who you are, where you are from, and what your role is.
  - **End on time** – Everyone's time is valuable.
  - After the presentation, thank the speaker and remind participants about the evaluation if applicable. The feedback is important for both the presenters and the program in general. It will help to improve future events.
5. Be prepared and do your research. You should have received the CV or bio of the speaker(s) you are introducing. BRIEFLY introduce the participant(s). Please keep the introductions to just a minute or two. The most important part of the introduction is to convey to the audience that the speaker(s) have been selected for their relevance and contributions. Do not read verbatim from the bio/CV. You can highlight key information such as current position, institution, degrees, selected honors/societies/awards (limit to two or three), research, and relevant publications. For those with many publications and presentations to list, feel free to state they have "multiple presentations and publications to their credit."
6. Confirm with the speaker how they prefer to handle Q&A. It may also help if the speaker repeats the questions to ensure that the audience can hear.
7. If there are problems with the AV, lighting, sound system, or temperature, or if extra chairs are needed, please contact your event coordinator for assistance.