



PRESENTATION INSTRUCTIONS FOR MODERATORS, SPEAKERS & ROOM MONITORS

OVERVIEW OF ROLES

MODERATOR: Prepare presentation team (A), Introduce speakers (B), responsible for ensuring all speakers and sessions begin and end on time. Must sit in front of the room for entire session.

SPEAKER: Load presentations, check DVD's, and ensure their presentation is no longer than 12 minutes. Must sit in front of the room until session is complete.

ROOM VOLUNTEER #1 Time-keeping: use provided stopwatch (or smartphone) and signage to communicate allotted times as described below. Must sit in view of speaker.

ROOM VOLUNTEER #2: Counting attendees and monitoring door noise & checking badges. Must be next to the door standing or with chair.

MEDIA TEAM MEMBER: Prepare and troubleshoots technology, ensure powerpoints are loaded and working properly.

INSTRUCTIONS TO MODERATORS/SPEAKERS FOR ORGANIZING THE SESSION BEFORE THE CONFERENCE

- A) Conference planners believe that session moderators will play a critical role in organizing a successful session. As a result, here are some recommendations:
- 1) Familiarize yourself with the description and suggested commitments for your session. Conference participants will make selections based on how closely session descriptions align with their interests. Please keep this focus in mind when you prepare your introductory and closing remarks (each should not exceed 2 min.)
 - 2) Contact your speakers ahead of time, perhaps on a conference call. During the call, speakers can:
 - be given an idea of how the session will be structured (5 min. intro/closing, 1 min. intro of speakers, 12 min. presentations, 1.5 min. transitions and 10 min. for Q & A),
 - indicate to the moderator how they want to be introduced,
 - be reminded to provide suggestions for commitments participants can implement after the conference,
 - provide a short summary of what they are presenting, and
 - determine the appropriate order in which they will speak.

INSTRUCTIONS TO MODERATORS/SPEAKERS/ROOM MONITOR ON DAY OF CONFERENCE

A) BEFORE YOUR SESSION

- 1) **MODERATOR, SPEAKERS** and **VOLUNTEER ROOM MONITOR #1** should meet 30 min. before scheduled session begins.
- 2) **SPEAKERS** must all have uploaded their presentations more than 2 hours prior to the presentation time in person at the room they are presenting in. Speakers are asked to

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sit at the front of the room, and remain there until the session is completed in order to be available for questions.

- 3) **MODERATOR and SPEAKERS** should review the procedure as to how the time will be allotted. Oral presentations are limited to 12 min. for speaking, 1.5 min. for transitions and 10 min. (that will be held until the end of the session) for questions. Please note presentation times in forums may vary.
- 4) **VOLUNTEER ROOM MONITORS #1** will remind speakers that they will provide a 1-minute warning and a stop for each presenter.
- 5) **MODERATOR, SPEAKERS and VOLUNTEER ROOM MONITOR #1** should meet again in the room just before session begins to check technology with the **MEDIA TEAM MEMBER** and review steps 1-5.

B) INTRODUCING SPEAKERS

MODERATORS introduce **SPEAKERS** on time and spend no more than one minute introducing each speaker.

C) TIME-KEEPING - 12 minutes have been allotted to each speaker.

- 1) **VOLUNTEER ROOM MONITORS #1** will hold up a 1-minute warning sign to indicate how much time **SPEAKERS** have remaining and then will hold up a stop sign.
- 2) **MODERATOR** will stand up when there is one minute left. When the speaker has used all their time, **MODERATOR** must gently but FIRMLY interrupt the speaker. Thank them graciously and invite the audience to ask questions at the end or have further discussion during the next break. You will need to quickly introduce the NEXT SPEAKER to keep the session on time.
- 3) **KEEPING TIME IS CRITICAL. Please respect** the presenters' time and the volunteers schedule and ensure everyone is able to take breaks accordingly.

D) MODERATOR RECOMMENDATIONS: Fielding questions

- 1) **Prepare at least one question** to ask each speaker at the end of the session in case there are no questions from the audience.
- 2) For those sessions/symposia that have allowed time for a general question and answer session, **reconvene the speakers to the panel table for questions**. You may use part of the time for concluding remarks about the session/symposium.
- 3) **Please remind people to come to a microphone to ask their question**. This is the only way that the whole audience will hear the question.

THANK YOU FOR PARTICIPATING IN AG2017!