

# AG2019

## INSTRUCTIONS FOR MODERATORS, ROOM MONITORS & SPEAKERS

### OVERVIEW OF ROLES:

- **MODERATOR:** Prepare presentation team, introduce speakers, close presentation, ensure speakers and sessions begin and end on time. Must sit in front of the room for entire session.
- **MEDIA TEAM:** Ensure presentations are loaded and working properly. Prepare computers with appropriate presentations and troubleshoot any technical issues.
- **SPEAKER:** Prepare and submit presentation of specified length, deliver presentation within allowed time frame. Must sit in front of the room until session is complete.
- **ROOM MONITOR:** Act as time keeper using provided signs to prompt speakers on remaining time (use provided stopwatch or smartphone). Must sit in view of speaker.
- **DOOR MONITOR:** Check badges, count attendees, monitor door noise. Must be next to the door (standing or seated).

### INSTRUCTIONS FOR MODERATORS BEFORE THE CONFERENCE:

The **MODERATOR** plays a critical role in organizing a successful session. Please review the following instructions to ensure success:

- 1) Familiarize yourself with the session description. 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 brief introductory and closing session remarks (not to exceed 2 minutes).
- 2) Contact your speakers ahead of time, perhaps on a conference call. During the call:
  - Review the time structure of the session (intro/closing, intro of speakers, presentations, transitions, and Q & A)
  - Emphasize the importance of staying on time
  - Determine how each speaker would like to be introduced
  - Ask for a short summary of what they are presenting
  - Determine the appropriate order in which they will speak
  - Discuss any other questions the speakers may have
  - Share contact information that can be used on the day of the event and in the event that additional questions arise prior to the conference

## INSTRUCTIONS FOR MODERATORS/SPEAKERS/ROOM MONITORS ON THE DAY OF THE CONFERENCE:

### **A) BEFORE THE SESSION:**

- 1) **MODERATOR, SPEAKERS** and **ROOM MONITOR** should meet 20-30 min. before the session begins to review the time structure of the session. In most cases, questions will be held until the end and will be managed by the moderator.
- 2) **ROOM MONITORS** will remind speakers that they will provide a 5-minute warning, a 1-minute warning, and a stop for each presenter.
- 3) **SPEAKERS** must have uploaded their presentations more than 2 hours prior to the presentation time. 15-minutes prior to the session, speakers should check in with the MEDIA TEAM at the assigned session room to check technology.

### **B) DURING THE SESSION:**

- 1) The **MODERATOR** introduces the **SPEAKERS**. Be sure to stay on time and spend no more than one minute introducing each speaker.
- 2) The first **SPEAKER** begins their presentation.
- 3) The **ROOM MONITOR** holds up a 5-minute warning sign, a 1-minute warning sign, and a stop sign to indicate the end of the presentation.
- 4) The **MODERATOR** will also stand up when there is 1-minute remaining. When the speaker has used all their time, the **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, and will then quickly introduce the **NEXT SPEAKER** to keep the session on time.
- 5) After each speaker has completed their presentation, the **MODERATOR** conducts the Q&A (unless the session follows a different structure). The **MODERATOR** should prepare at least one question for each speaker in case there are no questions from the audience. If the room layout allows, the **MODERATOR** should reconvene the speakers to the front of the room or the panel table for the Q&A. Invite people to come to a microphone to ask their question or repeat their question so everyone can hear.
- 6) The **MODERATOR** should also provide a few concluding remarks about the session. If possible, mention how people can find out more or get more involved.
- 7) **PLEASE REMEMBER...KEEPING TIME IS CRITICAL.** Respect the presenters' time and the conference schedule and ensure everyone is able to take breaks accordingly.

Thank you for participating in AG2019.  
Questions? Please contact [Director@agleaderhi.org](mailto:Director@agleaderhi.org), 808.224.6444.