

## NWRA Moderator Guidelines/Guidance

### *General – Responsibilities of the Moderator*

Being a good moderator encourages audience engagement and promotes consideration of people's time – audience and speakers. You are there to facilitate the session. You are the director, the timekeeper, and the enforcer. It is your responsibility to make sure the expectations are clear, and speakers are held accountable. This preparation applies not only to the day of the session, but ahead of time as well.

### **Tasks/Timeline**

#### **1. One month before:**

- a. Request a bio from the presenter. Suggest it be 1-2 paragraphs at most.
- b. Confirm with speaker length of presentation and allotted time for questions.
- c. Get a general idea of what each speaker will cover and coordinate speaker sequence.
- d. Encourage speaker to provide you with a draft copy of presentation a week or more prior to conference.

#### **2. One week before:**

- a. Review bio for length and for your own readability.
- b. Re-confirm length of presentation and allotted time for questions.
- c. Review speaker presentation to verify it fits within the allotted time.

#### **3. Week of:**

- a. Visit the room where you will moderate for familiarity with screen(s), laptop, seat locations, microphones, etc.
- b. Review titles of presentations and names of presenters for pronunciation; do not hesitate to ask them for correct pronunciations.

#### **4. Prior to session:**

- a. Decide if you want the speakers to sit up at the head table or sit with the audience (first row reserved seats), and guide the speakers to that location when they enter.
- b. Meet the speakers ahead of time (during the week or earlier in the day) to explain the session organization, ground rules, time limits and use of the red paddle (looks

## *SUGGESTIONS*

### **SPEAKER BIO**

If the bio is long, work with the presenter to reduce it to a few paragraphs.

Practice reading the bio ahead of time so that it does not sound like you're reading it for the first time at their session.

### **SESSION TIMING**

Keep in contact with your presenters with any updated session times that may have changed since your original contact with them. Make sure they are given ample time to make any changes due to time constraints.

### **DEALING WITH "UNCOMFORTABLE" SITUATIONS**

There are times when it seems likely that a speaker may go long, and for whatever reason, you do not feel comfortable holding them to your Ground Rules. As the Moderator, the other presenters and audience will respect that you stay firm with your ground rules, as everyone will benefit by having enough time for all presenters and questions.

like a stop sign with a 1 on one side and a 3 on the other side), or other means of timekeeping (red/green/yellow light system).

- c. Familiarize yourself and speakers with whether there is a laser pointer at the podium, or a sequence of keypad inputs for using a built-in pointer and managing the slides (forward/reverse).
- d. A speaker gift is provided at the head table for each participant. As each speaker arrives, thank each speaker and give them the gift if an NWRA staff member is not present to do so.

#### **5. During Session:**

- a. Begin on time. Have a back-up plan in your head on what you will do when you see the late presenter enter the room.
- b. Welcome attendees and speakers, say what the session name is.
- c. Introduce yourself as the moderator, with your name and affiliation.
- d. Outline the ground rules – that each presenter will be given 15 minutes to present, and that there will be 5 minutes for questions (either after each presentation or at the end of the session – but make the decision now). (\*\*These are just examples of time)
- e. If there is a welcome slide showing on the screen when you end your introductions, please press ESC and minimize.
- f. The microphone is wireless so each speaker can walk down to point at the screen if necessary.
- g. As the speaker steps up, please bring up each speaker’s presentation (minimized at bottom of screen, organized by last name and also saved on desktop) and hit F5 to maximize
  - To Maximize a Power Point – F5
  - To Minimize a Power Point – ESC
  - To Maximize a PDF – CTRL+L
- h. Keep the speakers on track. I.e., follow the Ground Rules that you had set. See “*SUGGESTIONS*” on what to do in the event this becomes ‘uncomfortable’ to you when a speaker does/may go long.

#### **6. Conclude Session:**

- a. Thank everyone for attending.
- b. Inform audience of break (if so).
- c. Tell what session follows in this room, or sessions following in other rooms. (individual instructions are provided in the hard copy you will receive when you check in).

#### **Behind the scenes that will be going on but be aware of:**

1. A designated attendee will manage the audience participation microphone during Q&A.
2. An NWRA staff member or student representative will close the doors as the session starts and will adjust the lights when the first speaker begins. At the end of the session a staff member will open the doors and bring up the lights.