SPR 2020 MODERATOR GUIDELINES

Although many of you are experienced moderators, we thought it would be useful to provide this document to address some conference specific issues, as well as offer general guidelines that may be helpful for less experienced moderators.

Please be available and identifiable (i.e. by wearing your badge) near the podium 10 minutes before your session begins, so you can meet the speakers for your session, and address any questions that may arise. If there are problems, please notify the technician at the AV table in the room so that they can quickly contact an SPR staff member.

Please review the following guidelines for SPR moderators:

- Ten minutes prior to the session:
  - Identify the speakers in your session to make sure that everyone has arrived. Verify the pronunciation of names. Communicate to the speakers where you would prefer they sit – at the head table vs. front row. Notify the AV technician or an SPR staff member if you cannot locate all of the speakers in your session. They will be close by to assist you as needed.
  - Check in with the AV team to ensure that the timer is set correctly for each speaker and that you understand how to control it.
    - Clarify how the timer will report time – normal countdown, X minute warning, beyond time allocated. Usually this is identified by the color of the light, and whether or not it is flashing.
    - Ensure that your speakers understand this as well, so you don’t have to interrupt them to move them along if they are running late.
    - Please verify that the timer is started with the correct time at the beginning of each talk; make adjustments as needed.
- Start the session on time.
  - Encourage the audience members to take their seats a couple minutes before the session starts, so we don’t lose any presentation time.
- Make a brief introduction to the session and read the housekeeping notes you will be given by an SPR staff member.
- Monitor the AV during the presentation. If there is a significant problem, ask for AV help at that time; otherwise ask for assistance between speakers. If it can wait, address it during the break.
- Please remind speakers not to touch the mouse until their presentation appears on the screen. Touching the mouse before the presentation appears hinders the AV technician’s ability to bring up the next set of slides.
- If necessary, ensure that the speakers are speaking into the microphone and can be heard by the audience.
- If speakers are running behind and do not seem to notice the time, please prompt them accordingly.
- Be ready to help out with other issues. For example, if your speaker is coughing and needs a drink of water, please provide one for them, to minimize interruptions.
- We will not be providing laser pointers.
  - If speakers need a pointer, they will use the cursor controlled by the mouse.
- If there is a Q&A session scheduled during your session, generate a few questions in case the audience does not come up with any, ideally at least one for each speaker, time permitting.
- Q&A sessions should be controlled so that they are not dominated by long, irrelevant commentaries or unrelated questions. If necessary, suggest that the questioner come to the podium at the completion of the session, to discuss the issue further. In addition to questions from the floor, we will also be utilizing Poll Everywhere to assist moderators in facilitating the question and answer portion of the session. Additional information regarding use of the Poll Everywhere system will be sent to moderators as the meeting approaches.

If you have any questions regarding your role as a moderator, please contact spr@acr.org.