

## Annual RTC Conference Moderator Instructions

*The primary role of the moderator is to **coordinate and monitor the time of each presentation**. This is especially critical when 3 papers are to be given in one session and none of the presenters know each other. Moderators may also be asked to **introduce the speakers**. Typically, Chairs of symposia or topical discussions moderate their own presentations.*

You will also have a session host in your session to assist you. The role of the session host is to disseminate handouts, communicate audio visual problems to staff, to ensure that the room is tidy and comfortable, collect minimal data and collect the evaluation sheets. Your session host may have to leave the session to get assistance.

### Checklist for Moderators:

- **Call the Marriott Waterside operator (221-4900) ASAP** if, for some unexpected reason, you cannot moderate. Ask for the RTC Conference registration information desk. Try to arrange for a backup person to moderate in your place.
- **For each day that you moderate, please check in at the Conference Information Desk** before your session to *confirm that you are on site*, and to *find out the name of your session host*.
- Arrive at your session room at least **10 minutes prior** to the start time.
- **Introduce yourself** and your role to the presenters and host.
- **IMPORTANT:** As a moderator your primary role is to keep presenters to their allocated time. Conference evaluations indicate that attendee satisfaction is greatly impacted by our success in timekeeping. Tell the presenters that you are there to facilitate time management during their session, and determine their preferences. Each room will have *moderator signs* available for you to use that say “5 Minutes”, “Halfway” and “Stop;” let presenters know that this is the standard procedure.
- **NOTE:** Each room will also have **Presentation Evaluation Sheets to be distributed by the session host**. If asked about these sheets, advise attendees that we would like **one** evaluation sheet for **each presentation** (not each session). For example, if moderating a 3-presentation symposium, three evaluations should be completed. The host will disseminate and collect evaluation sheets.
- Rooms will also have **Presenter Information Sheets** at the head of the room in case someone wants to leave his or her name and address with the presenter. Presenter Information Sheets should be given to the presenter, (*not* the conference staff).
- Tell the presenters you will be glad to **begin the session** by introducing the topic or topics to be presented; determine whether the speakers would like to introduce themselves.
- There may be **handouts left over** from the session; session host will place them on our Take One Table., located near the Information Desk, at the conclusion of the session.
- After the session is over, please **help usher attendees out of the salon** so we can prepare for the next session.

We have learned over the years that the moderators and hosts help make the conference a success. Most of the evaluations from previous years mention the moderators and hosts as helping to make our conference the best managed conference they have attended.

Thank you for your assistance; with your help we can again have another successful conference!

*Revised 1/28/09*