

## **HMEC 2017**

### **Guidelines for Moderators**

Moderator is the key to a successful session. He or she is instrumental in kicking things off, keeping things running smoothly and helping address problems and concerns of the speakers. The moderator manages difficult situations or individuals and gets a session unstuck when necessary.

Further, the moderator **needs to communicate with the group as a whole prior to the conference**, to get to know the speakers and encourage participation.

#### **Convene the Session (Maximum 2 minutes)**

- ❖ Calls for audience attention, introduces him/herself and announces the overall subject of the session. Using **just one chart** the moderator introduces the subject of the session and weaves the contributions of different folks together.
- ❖ Provides agenda and speaker contact and other information on a chart.
- ❖ The moderator encourages all presenters to adhere to their allotted times. Tells them how he/she will notify them that time is up.

#### **During the Session**

- ❖ Introduces each speaker and the topic.
- ❖ Establishes and enforces time limits. Is clear with speakers about time limitations.
- ❖ After ALL the talks in the session are over opens the floor to questions.
- ❖ Repeats audience questions to the group.

#### **Adjourn the Session**

- ❖ The moderator briefly summarizes the presentations and adds a few last minute comments.
- ❖ Ends promptly at the stated time.
- ❖ Creates a short summary of the session and gives it to the program coordinator.

#### **Moderator Orientation and Meeting with Speakers**

- ❖ We plan to have an orientation conference call with all the moderators one week prior to the conference date.
- ❖ Please communicate with the speakers in your session and arrange to meet with them as a group prior to the session on Friday afternoon or at dinner Friday evening.

**REMEMBER MODERATOR IS NOT A SPEAKER  
LET THE SPEAKERS DO THE TALKING**