AGA Moderator's Best Practices

As moderator, you will serve as the discussion facilitator. You'll be responsible to introduce speakers, keeping track of session time, and facilitating the audience Q&A portion of the presentation. In some cases, you may also have a small speaking role providing an overview of the session content.

The following information will help you prepare for your session:

Before the Event:

• Coordinate with the speakers to produce session materials to send to AGA. If you need assistance, contact Monica Cordova at mcordova@agacgfm.org

• Confirm that speaker(s) provide bios, headshots, and presentations to Monica Cordova. Please note the deadline to submit PowerPoint and polling questions is **Thursday, Dec. 1ˢᵗ.**

Onsite:

• Arrive at the session room at least 10 minutes before the start of the presentation. This will allow you to greet the speakers at the front of the room and connect with the audiovisual technicians.

• If PowerPoint is being used, the presentations are loaded into the laptop located in the session room and saved as "session ID_Speaker last name/All Speakers." Once you arrive at the session room, please open the PowerPoint, if it's not opened already, an AGA team member or AV technicians will be available to assist with audiovisual equipment.

- **Begin the session on time:** Signal speakers when it's time to begin. Make sure they are aware of time limits including the question-and-answer period. Then welcome the audience and give brief remarks about the topic from your point of view. Please see a sample script below:
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    - "*Welcome everyone! You are in (session title). During this session, you can be part of the discussion by opening the AGA Conference IO app and clicking the "Engage" icon and select this session. From here you will be able to submit questions for the speakers or vote on a question that you like addressed. You can also participate in polling (if applicable). Towards the end of this session an "Evaluate this Session" button will appear, feel free to complete the session and speaker evaluation. If you don't have the app, you can open a web browser and type in the URL – https://aga.cnf.io and click on this session from the schedule page*"

    - For virtual attendees, click on the Question/polling tab on the left of your player screen.

- **Introduce each speaker:** Briefly introduce the speakers. Please do not read the entire bio, just few significant career highlights and current position. We also encourage you to work with your speaker(s) on how they would like to be introduced.

- **Q&A:** It is recommended to devote 10-15 minutes before end of session for Q&A. Review the questions that were submitted on the app, the questions are ranked by popularity, with the most voted question on top. Facilitate Q&A with your speakers.

- **Session Evaluation:** Before ending the session, please remind everyone to complete the evaluation. Fifteen minutes before your session ends, the "Rate this Session" blue button will appear on audience's device screen. Please note: these evaluations are NOT used to verify for their CPEs. CPEs are only tracked by scanning the name badge randomly as they enter/exit the session room.

- **End the session on time:** Allow a few moments to add your own brief synopsis of the presentation (optional). It is very important for speakers to stay within the allotted time limit. Many events are scheduled in the same rooms throughout the day. In order to give each session, the proper amount of time, the previous session must end on time.

Important reminder: The training may not be used as a platform for commercial sales, self-promotion or as a forum to criticize competitors. Presenters are expected to share information in an educational and non-commercial manner that is not specific to a product or service. Presenters also must refrain from overt statements, harsh language, or pointed humor that disparages the rightful dignity and social equity of any individual or group.

AGA is focused on providing participants with thoughtful and reflective process that addresses each participant's current and future professional plans, current knowledge, and skills level and desired or required additional competence to achieve future work opportunities and/or professional responsibilities.

Dress Code: Casual business attire is appropriate for all speakers and moderators. Please encourage your female panelists to wear slacks or skirts under the knees for their comfort.

Registration: Moderators must register via website as a regular attendee or by using one of the complimentary registrations included in you company's sponsored package.

The DO's and DON'Ts of Moderating a Session

Don't

Read bios word for word

- Do: Refer attendees to the conference app/agenda for bios. If there is no event app, summarize the bio in 1-2 sentences.

Don't

Include text on your slides so small that the audience cannot read (please refer to AGA PowerPoint Slides Guidelines)

- Do: Use AGA's slide deck template and font size recommendations - incorporate pictures and charts

Don't

Monopolize the conversation

- Do: Contribute your subject matter expertise throughout the session

Don't

Run out of time for Q&A

- Do: Ask questions that have come from the audience via the app. End on time so the next session will begin on time.

Don't

Speak with a monotone voice and away from the microphone

- Do: Speak with excitement and into the microphone! Enthusiasm is contagious and if you are speaking in a large room, the people in the back need to hear you. Encourage your panelists to do the same.

Don't

Use acronyms and/or assume the audience is familiar with specific jargon/lingo

- Do: Fully explain the topic you are presenting on, remember, your audience may include individuals from all levels of government, academia and the private sector