

Moderator Responsibilities

As moderator, you will serve as the discussion facilitator. You are responsible for introducing speakers, keeping track of time, and facilitating the audience Q&A portion of the presentation. In most cases, you will also have a small speaking role providing an overview of the session content.

The following information will help you to prepare for your session:

Before the Event:

1. Coordinate with the speakers to produce session materials to send to AGA. If you need assistance, contact Monica Cordova at mcordova@agacgfm.org
2. If the session is a panel presentation, determine the speakers' preferred order of presentation.
3. Confirm that speaker(s) provide bios, headshots, and presentations to Monica Cordova. Please note the deadline to submit PowerPoint and polling questions is **Friday, March 6.**

Onsite:

1. Arrive at the session room at least 15 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.
2. 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 is not opened already, the AV technicians will be available to assist with audiovisual equipment.
3. At the beginning of the session, welcome the audience and give brief remarks about the topic from your point of view. Please also convey this information

"Welcome everyone! During this session, you can be part of the discussion by opening a browser in your phone and go to aga.cnf.io and select this session. From here you will be able to submit questions for speakers or vote on a question that you would like to be addressed. You can also participate in polling (if applicable). Towards the end of this session feel free to complete the session and speaker evaluation.

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

4. **Q&A:** It is recommended to devote 10-15 minutes before the end of the session for Q&A. Review the questions that were submitted in aga.cnf.io, the questions are ranked by popularity. Moderators are required to use their own device (cell phone or tablet) to view attendees' questions.
5. **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. Several sessions are scheduled in the same room throughout the day. To give each session the proper amount of time, the previous session must end on time.

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

Important reminder: *This 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.*

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