AIHA CONNECT 2027 | Conference & Expo for OEHS Professionals | May 24-26 Houston, TX

Education Session Moderator Guidelines

Thank you for volunteering to serve as a Moderator at AIHA Connect 2027. Moderating is a great opportunity to serve in a leadership role, develop relationships with fellow colleagues, and contribute to the overall success of the conference.

Below you will find the essential responsibilities of the Moderator.

Speaker Ready Room

- This is where presenters must upload their presentation into the Presentation Management System **at least one hour prior to their session**
  - These uploaded presentations will be beamed onto the proper computers in the proper session rooms
  - Presenters may not use personal computers in the session rooms to give their presentations
- Speakers can review, update, and practice their sessions in this room until one hour prior to their sessions. Workstations & projectors will be available for practice. Staff will be available to answer questions and offer technical assistance

- In the **Speaker Ready Room** Moderators should:
  - Confirm that presenters in their sessions have checked in to the Speaker Ready Room and loaded their presentation
  - Check with staff there for messages, program changes, and other updated information
  - (If not done prior) Get to know the presenters and their content to develop a cohesive flow between presentations. The Speaker Ready Room is a good place for a quick meeting with the speaker. This is also a good place to learn how the speaker(s) would like to be introduced. Bios/ CVs are posted on the program webpage.

Presentation Room

- Arrive at your assigned room at least **15 minutes prior** to the session start time
- Locate lighting controls and emergency exits in case of an emergency
- Locate audiovisual (AV) technicians; An AV technician will be available to troubleshoot any problems. Note this person's location before the session starts.
- If the session has virtual attendees, introduce yourself to the volunteer who is monitoring them in case there are any last-minute updates
- Locate the timing cards to be used by you to assist the speaker in keeping in time
- Locate the speaker(s) and inquire how they would like you to keep them on time. It is important that the speaker uses the full allotted time (including Q&A) but not go over
- Remind the speaker that shuffling papers and having conversations, etc. will be picked up by the microphone.

At the Start of the Session, Make Announcements from the Lectern

- Welcome the attendees; if the session has a virtual audience, welcome them as well
- Identify the session title to assure the attendees are in the correct room
- Introduce yourself
- Remind the attendees
  - Where the emergency exits are located
  - To silence all electronic devices
  - Standing in the back of the room or in the aisles is prohibited (as advised by the fire marshal) unless it is to accommodate individuals with disabilities
  - Personal recording is prohibited. AIHA is recording the session and if the speaker has granted permission, it will be available on OnDemand next month

Questions or Issues?
Contact Diana Kane, Manager, Education dkane@aiha.org.

  - Questions and comments are encouraged, and they should use the microphone to ask questions of the speaker or to make a comment on the topic; this will enable everyone, including the virtual attendees, to hear the question or comment
  - To complete the session evaluation at the end of the session
- If there are any other last minute presenter changes, share these now
- Briefly introduce each presenter and hand the microphone to them

During the Session

- Assist in getting the microphone to attendees who are making comments or asking questions
- If the session has a virtual audience, there will be a staff member monitoring the virtual questions. If necessary, remind the speaker to seek questions from the virtual attendees
- Monitor the time; let the speaker know when 5 minutes remain; having each session end on time is important
- When a presenter's time has expired, politely thank him or her and firmly move on to the next presentation

At the Close of the Session

- Remind attendees to complete the session evaluation
- Be sure all microphones are returned to the front of the room
- Personally thank the speaker(s)

General Information

- Expect questions to be asked and answered professionally. AIHA encourages scientific debate, open communication, healthy discussion, and respect for a diversity of opinions. Ensure the session you moderate is conducted accordingly.
- All session personnel, presenters, and attendees should conduct themselves in a professional manner. In the unlikely event of disagreement, disruption, or emergency, go immediately to the Speaker Ready Room and request staff assistance.

Situations which may arise:

Presenter Absence:

- If a presenter cancels, other speakers in the session will be permitted to present for additional time. This means that for a one-hour session with three presenters at 20 minutes each, the two speakers would get 30 minutes each. Alternatively, the presenters can choose to keep their talks to 20 minutes each and the additional time can be used for group discussion or Q & A. It is important that each session runs as close to the full hour as possible so attendees can get full CIH credit.

- In a Research Roundup where there are two speakers giving two separate presentations, if the first speaker does not show, the second speaker may wait until his/her designated time to present. This would mean the second presenter is waiting to speak at the time originally planned. This speaker may keep the presentation to 30 minutes or preferably, may start speaking sooner and use the full hour.

Thank You!

Your assistance is essential to the success of education at AIHA Connect!

Questions or Issues?
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