Education Session Moderator Guidelines

Thank you for volunteering to serve as a Moderator at AIHceEXP 2021. Moderating is a great opportunity to serve in a leadership role, develop relationships with fellow colleagues, and contribute to the overall success of conference.

Below you will find the essential responsibilities of the Moderator outlined, as well as some background information on presenting at AIHceEXP.

Presentation Central Uploading & Speaker Ready Room Check-In

All presenters are _required_ to upload electronic copies of their presentations, using the official conference PowerPoint Template to AIHceEXP's Presentation Management System in the Speaker Ready Room. AIHA will provide computers in session rooms, upon which the relevant presentation(s) will already be loaded. Presenters may NOT bring personal computers as a way to avoid the upload requirement. Speakers will have an opportunity to review their presentations in the Speaker Ready Room and make any updates until one (1) hour prior to the session. Presenters will **not** be able to load any presentations or materials in the session room. Workstations and projectors will be available for practice and to review presentations, and staff will be on hand to offer technical assistance, troubleshoot, and answer questions.

All presentations will be recorded; however, Speakers may opt out of recording. All speakers should into **the Online Speaker Resource Center** to read and sign the Speaker Agreement.

Additionally, all Moderators should confirm that presenters in their sessions have checked-in to the Speaker Ready Room and loaded their presentations. Moderators should also check for messages, program changes, and other updated information available in the Speaker Ready Room. Moderators should get to know the presenters and their content to develop a cohesive flow between presentations. Scheduling a quick meeting in the Speaker Ready Room on-site is highly encouraged.

Be sure to arrive to your assigned room at least 15 minutes prior to the session start time.

Presenter Absences

In the event that a presenter cancels, we will permit the other speakers in the session to present for additional time or to end the session early. This means that for a one-hour session with three presenters at 20 minutes each, the two speakers would get 30 minutes each (an additional 10 minutes). Alternatively, the presenters can choose to keep their talks to 20 minutes and end the session early after 40 minutes. The additional time can also be used for further group discussion or Q & A.

Announcements

At the start of a session, Moderators should do the following from the lectern:
- Identify the session title
- Introduce themselves
- Briefly introduce each presenter. The bios/ CVs needed to make these introductions are posted on the program webpage.
- Advise the audience of any last-minute presenter changes not already advertised.
- When a presenter's time has run out, politely thank him or her and firmly move on to the next presentation. It is important to make sure each presenter stays on schedule.
- **Relay evaluation details to attendees at the close of the session**
- Evaluations will be completed via email. Session evaluations will be emailed at the end of each day to all attendees with a survey link. Choose the sessions you attended and provide feedback!
- Encourage attendees to complete evaluations. Evaluations provide valuable information on the suitability of topics and are used by staff and volunteer groups for future conference planning.

Questions or Issues?
Contact Kathryn Christoe, Education Program Manager, kchristoe@aiha.org.

Session Recordings
- Personal recording is prohibited.
- Audio recordings of education session presentations will be available after the conference if permission has been granted by the presenters.
- Presenters who do not grant permission to record their presentations will be edited out of the recordings.
- The room must be kept quiet to ensure the quality of recording.
- Questions asked by a member of the audience should be repeated by the moderator or presenter at the podium using the microphone. This is important so that the entire audience (including virtual, if applicable) can hear the question.

A/V and Computer Equipment
- A/V and computer equipment will be provided for presenters in all meeting rooms.
- Personal laptops may not be used in education session presentation rooms. However, they may be used to review slides and practice in the Speaker Ready Room.
- Presenters must use the microphone provided to ensure high-quality audio recording. Presenters wearing a microphone should avoid shuffling papers or holding conversations, as these noises will be picked up by the microphone.

Safety
- Locate lighting controls and emergency exits in case of an emergency. Please announce to the audience the location of the exits in case of emergency.
- Locate audiovisual (A/V) technicians; An A/V technician will be available to troubleshoot any problems. Note this person's location before the session starts.
- Announce that 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

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

Thank You! Your assistance is essential to the success of education at AIHceEXP!