

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 & Session 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](#) by **March 15**. Additionally, all Moderators should confirm that presenters in their session have loaded their presentations. Moderators should also check for, program changes, and other updated information available. Moderators should get to know the presenters and their content to develop a cohesive flow between presentations. Scheduling a quick meeting is highly encouraged.

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.

Be sure to sign into your session online at least 30 minutes prior to the session start time.

Announcements

At the start of a session/recording, Moderators should do the following:

- Identify the session title
- Introduce themselves
- Briefly introduce each presenter. The bios/ CVs needed to make these introductions are posted on the program [webpage](#).
- 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 online. A reminder to complete 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.

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. This is important so that the entire audience can hear the question.

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, contact Erin Breece, ebreece@aiha.org.

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

Questions or Issues?

Contact Erin Breece, Program Director, Education, ebreece@aiha.org.