



Annual Conference | April 10-13, 2019 | Toronto, Ontario, Canada

# Guidelines for Moderators & Recorders

*NAGAP Annual Conference - April 2019*



## Moderator

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### **Goal:**

To provide leadership and guidance during conference presentations.

### **Duties in brief:**

Introduce speaker(s) and topic, keep session on schedule, troubleshoot any problems that arise and provide a graceful conclusion to the session.





## Start of Session

- Introduce yourself to the presenter(s) and express appreciation for speaker's participation.
- Prepare a brief (1-2 minute) introduction of the speaker(s). Ask them to highlight any important events or accomplishments that should be included in your introduction. Make sure you can pronounce the speaker's name(s) and institution(s) correctly.
- All speakers have provided bios to NAGAP which will be given to you on-site.
  - Pick up your moderator packet near the NAGAP registration desk starting Wednesday afternoon, April 10.

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## Start of Session (cont.)

- Assist speaker with laptop and projector. Seek assistance from NAGAP Audiovisual staff (all in black or gray shirts/black pants) if needed.
  - Speakers were instructed to bring final presentations to the room in which they are presenting for loading onto the laptop if they made any changes to the presentation.
- Presentations will be uploaded prior to the conference. There will be no handouts. Attendees should visit the conference app to obtain materials.
- Make any announcements provided. NAGAP staff will place announcements on the head table with the time signs.
- Remind attendees to complete the session evaluation, which will also be included in the conference app. This provides valuable information for future conference planning.

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## During the Session

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### You are in charge!

- Keep the speaker(s) on schedule. Use the signs provided to keep the speaker on time. Signs indicate 5-minute and 2-minute warnings and when time is up.
- About 15 minutes into the presentation, do a headcount of attendees and record this on the Moderator Survey in your packet.
- Prepare one or two questions to ask in case attendees do not have any. This will get a discussion underway.

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## End-of-Session Duties

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- Wrap up or stop questions when the session time is finished.
- Thank the presenter(s) and present gift(s).
- Announce any breaks, meals or events that follow your session.
- Return time signs to head table, and discard old announcements.
- Drop off moderator survey at NAGAP registration desk.

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## In Case of Emergency!

What if ...

- Q: The speaker won't stop talking?
  - A: Go to the front of the room and stand next to him/her.
- Q: The computer isn't working or there is an issue with the projector?
  - A: Look for an A/V tech (in gray or black shirts and black pants) or go to the NAGAP registration and ask for assistance.
- Q: There are twice as many attendees as there are chairs?
  - A: All rooms are set for capacity seating. No chairs can be added to the rooms. Make a note of this and let the attendees know that we can't add chairs due to fire code.

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## Recorder

### Goal:

- To provide summaries of conference presentations in *Perspectives*, which benefits members not able to attend the conference and provides documentation for future reference.

### Duties in brief:

- Attend your assigned session(s), take notes, and turn your notes into a short summary for publication. Most session summaries are from 200-400 words.

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## Recorder Duties

- At the session, introduce yourself to the presenter(s).
- Explain your role as a recorder, writing a summary for publication in *Perspectives*.
- Verify that the session title, presenter's name and university or company affiliation are correct as listed in the conference app.
- Download slides or handouts in advance. They will not be available on-site.

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## The Summary

- The session summary length should be 200-400 words. Do not exceed 500 words.
- Use this format:
  - SESSION TITLE
  - Presented by Name(s) and University or Company
  - Reported by Your Name, Your University

(no professional titles should be included, but you may include "Ph.D.," "Ed.D.," or other marks of academic attainment for presenters and recorders)
- For examples of previous session summaries, refer to any Summer issue of *Perspectives*.

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## Submitting Your Summary

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- Submit your summary as an email attachment to Raymond Lutzky by April 29, 2019 at [NAGAPpublications@gmail.com](mailto:NAGAPpublications@gmail.com).

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## Questions?

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- We are happy to answer your questions and address concerns.
  - Raymond Lutzky (recorders) - [NAGAPpublications@gmail.com](mailto:NAGAPpublications@gmail.com)
  - Brian Desrosiers-Tam (moderators) - [brian.desrosierstam@utoronto.ca](mailto:brian.desrosierstam@utoronto.ca)
- Thank you for volunteering!

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