



## Annual Meeting Moderator Guidelines

### Important Dates:

- ❑ **March 18:** Speaker and Presentation Information Deadline
  - Use the [Annual Meeting Speaker Form](#) to submit your headshot and bio.
- ❑ **April 20:** Early Bird [Meeting Registration](#) Deadline.
- ❑ **May 20:** EBAA [Room Block](#) at the Fairmont Dallas Closes.
- ❑ **June 1:** Last Day to [Register for Annual Meeting](#).

### Pre-Meeting Preparation:

- ❑ Know your speakers. Be familiar with your speakers' bio(s). You will be provided with speaker bios prior to the Annual Meeting.
- ❑ Prepare your opening and closing comments for the session.
- ❑ Be ready to ask 2-3 questions of the speaker(s). For a panel, have at least one question for each presenter.

### During the session:

- ❑ Arrive early to your session.
- ❑ Deliver your opening comments, which includes a welcome to the audience.
- ❑ Introduce each speaker.
- ❑ Explain how Q&A will be incorporated.
- ❑ Turn the session over to the first speaker.
- ❑ Monitor the speakers' timing.
- ❑ Thank each speaker as he or she finishes their presentation.
- ❑ Remind attendees to complete the session evaluation.
- ❑ Deliver your closing remarks.

### Tips for Moderators:

- ❑ Be prepared – know the session topic as well as the panelists
- ❑ Be clear – good moderators, like good interviewers, ask short questions and make clear statements. Ask questions starting with Who? What? Why? What about? These types of questions will put issues on the table and drive conversations.
- ❑ Be timely – get the panel started on time, keep it moving, and end the session on time.
- ❑ Have fun – if you don't have fun, your panel won't have fun, and your audience won't have fun.