



Annual Meeting Moderator Guidelines

Pre-Meeting Preparation:

- Know your speakers. Be familiar with your speakers' information.
- Prepare your opening and closing comments for the session.

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 – a microphone will be available in the room. During designated Q&A portions, encourage the audience to ask the question into the microphone.
 - Have a question or two prepared in case there is time available and the audience does not ask any questions.
- 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 – this is IMPORTANT because this is how individuals claim CEU credit for attending the session.
- 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 speakers started on time, keep it moving, and end the session on time.
- Have fun – if you don't have fun, your speaker won't have fun, and your audience won't have fun.