Instructions for Moderators & Presiders

Presiders (secured only for performances) are asked to:

1. Review these tips related to virtual meeting etiquette.

2. Familiarize yourself with the details of duration and format relevant to all presentations during your session.

3. Test your camera, speakers, microphone, and any related weblinks prior to the session to ensure that everything is working properly.

4. Start your event at least 10 minutes early to allow attendees to join before the content officially begins.

5. Welcome the audience and introduce yourself.

6. Briefly outline the structure of the session program to ensure that everyone has joined the presentation they had intended.

7. Introduce each presenter by providing their name and institutional affiliation ONLY. Please do not read presenters’ biographies (attendees will have access to bios in the conference app).

8. Recognize each presenter following their presentation, thank them for their participation, and invite them to take a bow.

9. Thank the audience for joining and close the session.

Moderators are asked to do the above, plus:

10. Outline any protocols related to the session (e.g., where to locate handouts, how to ask a question, how to respond to a poll/survey, etc...).

11. Facilitate the playing of pre-recorded content (for lecture-recitals, demonstrations, & papers only). Links to audio files will be provided to moderators in advance.

12. Keep track of the time and make sure that the presenter(s) stay on schedule. This is crucial. Moderators may offer polite verbal cues as the session nears its ending point (i.e., at the 2-minute mark) and a final reminder as the allotted time expires. Should a presentation continue past its allotted time, the moderator should feel empowered to thank the presenter for their work and either move on to the next presenter or conclude the session, as appropriate.

13. Facilitate engagement between the speaker(s) and audience during a Q&A period following the formal portion of each presentation, as appropriate. If participants appear reluctant to ask questions of their own, it would be prudent for the moderator to prepare questions that could be used as ice breakers or solicit reactions to certain things a speaker has said.

Presentations utilizing the Zoom meetings platform will allow for face-to-face interaction, so the moderator should facilitate a healthy live discussion involving as many within the community as is practical.

Presentations utilizing the Zoom webinar platform are view-only for attendees, so the moderator will need to note written questions from the audience and, in turn, direct those of greatest interest (those which are upvoted in the “Questions” feature of the conference app) to the presenter. Speakers are not expected to monitor these written questions themselves.