



Lifesavers National Conference on Highway Safety Priorities  
 March 26 - 28, 2017 • Charlotte Convention Center • Charlotte, NC

### MODERATOR Checklist

This checklist is based on feedback from past conference moderators and participants. Contact your Track Leader if you need additional guidance or have specific questions about your workshop. The Lifesavers Conference website ([www.lifesaversconference.org](http://www.lifesaversconference.org)) has information about the conference, registration, travel/hotel arrangements, and other logistics. The “Presenters” page has information specific to moderators and speakers. Meetings Management, Inc., the conference coordinator, will email reminders and updates during the planning process. Questions? Contact Cindy Carter at [carter@meetingsmgmt.com](mailto:carter@meetingsmgmt.com) or 703-618-2257.

#### Before the Conference

[ ] Contact each speaker after s/he confirms participation to introduce yourself and let him/her know that you will be scheduling a conference call with all the workshop speakers.

[ ] Periodically log in to the Lifesavers Speaker Database (CadmiumCD Harvester) to view updates to your workshop and speaker information. You will be emailed instructions for accessing the database and completing tasks.

[ ] 8 – 10 weeks before the Conference:

- Schedule a workshop planning conference call with your speakers (ask your Track Leader if s/he would like to participate) to discuss the workshop topic, format, and everyone’s roles and what they will present.
- Let speakers know that Lifesavers Conference attendees are primarily practitioners and technical presentations are not recommended. Workshops are 90 minutes except for the 60-minute session on Sunday afternoon. Individual presentations are typically 15 - 20 minutes (usually no more than three speakers) to allow for Questions & Answers (Q&A) at the end of the workshop.
- Remind speakers to make hotel reservations by **February 24**, register for the conference by **March 13**, and apply for financial assistance if needed by **March 17** via the Lifesavers Conference website’s “Presenters” page.

[ ] 4 – 6 weeks before:

- Determine if speakers require any special audio visual (AV) equipment or room set up. You will receive instructions for submitting requests via the Lifesavers Speaker Database. Requests are due by **March 8**.
- Remind speakers that handouts are a priority for Lifesavers attendees. Speakers will be emailed instructions for uploading their handouts and/or PowerPoint presentations to the Lifesavers Speaker Database. Those received by **March 8** will be posted to the Lifesavers Conference website prior to the conference. If received after that date, they will be posted after the conference.

[ ] 3 weeks before:

- Request a short bio (one paragraph at most) from each speaker along with their cell phone number and conference arrival information. Speakers will have the option of uploading their bio and photo to the Lifesavers Speaker Database for viewing in the mobile app.

[ ] 2 weeks before:

- Have a second conference call (if necessary) with speakers to share presentations and firm up speaker order and other logistics. There may be speaker cancellations or adjustments, so it is helpful to check in with speakers. Remind them to register for the conference, make hotel reservations, and download the mobile app (instructions for downloading are on the Lifesavers Conference website’s Home Page).

### **Arrival at the Conference**

[ ] Check in with your speakers. If a speaker is delayed or must cancel, find a substitute (that could be you) or adjust the time allotted to other speakers. Notify the Moderator/Speaker Coordinator, Cindy Carter ([carter@meetingsmgmt.com](mailto:carter@meetingsmgmt.com)) of any speaker cancellations or substitutions. Locate your workshop room and be familiar with the AV equipment.

[ ] You may use the Speaker Ready Room to meet with speakers and test presentations. Ask your speakers to be at the workshop room at least 10 minutes before your scheduled start time. Remind them that you will monitor their allotted time and that all audience questions will be addressed during the last 15 - 20 minutes of the session.

### **During the Workshop**

[ ] Prior to start time, test the AV equipment and ensure speaker name cards are displayed on the head table. The workshop monitor (NC state volunteer) will have the name cards and will remain in the room for the duration of the workshop to assist as needed.

[ ] Start on time. Introduce yourself, provide the name of the workshop, the time it will end and which presentations are posted on the Lifesavers Conference website. On the podium will be a "Notes for Moderators" sheet with announcements to be made at the start of the session.

[ ] Briefly introduce the topic and speakers.

[ ] Monitor the speakers' time and handle the transition between speakers by helping them access their PowerPoint presentations. Allow 15 – 20 minutes at the end of the workshop for audience questions.

### **Moderating the Q&A Session**

[ ] Have a question of your own ready to start the discussion in case no one asks one. This often prompts audience questions. Do not over structure the Q&A; allow for audience participation and healthy banter among the panelists so different points of view can be presented.

[ ] Call on audience members (ask each person to state his/her name), repeat the questions so everyone hears, and direct questions to the appropriate speaker.

[ ] Summarize long or multi-faceted questions and ask the panelists to respond. Do not let one audience member monopolize the Q&A session. Indicate that the speakers will be available afterward to continue the discussion.

[ ] If the question is actually a statement, allow the participant to speak, thank him/her for the input and ask the audience if there are any other questions for the speakers.

[ ] If a speaker goes off topic, reframe the question or ask for further explanation to get back on track. If one speaker is overpowering the other panelists, find an opportunity to interject and ask another panelist to address the question.

[ ] If there is disagreement between speakers, use that to segue to the next speaker, but also recognize that contradictory points of view provide an opportunity to present all sides of important issues and broaden the discussion.

### **Wrap-up**

[ ] Thank the speakers and remind the audience to complete the evaluation on the mobile app. This information is important for planning next year's conference. Audience members often come up to the front to interact with the speakers and you at the end of the workshop.

### **After the Conference**

[ ] Send a thank you note or e-mail to all of your speakers. The Lifesavers Planning Committee will also send a thank you letter, but your note of appreciation is important and will have a lasting impact.