MODERATOR Checklist

This checklist is based on feedback from past conference moderators. Contact your Track Leader if you need additional guidance or have questions about your workshop. The Conference website (www.lifesaversconference.org) has information about the schedule, registration, travel/hotel arrangements, and other logistics. The “Presenters” page has information specific to moderators and speakers. Meetings Management, Inc. (MMI) will email reminders and updates during the planning process. Questions? Contact Tracy McClure at mcclure@meetingsmgmt.com or 215-970-4375.

Workshop Planning and Speaker Coordination
☐ 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 Management Site (CadmiumCD Harvester) to view updates to your workshop and speaker information. MMI will email instructions for accessing the site 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 role and what they will present.
  • Let speakers know that Lifesavers attendees are primarily practitioners and technical presentations are not recommended. Workshops are 90 minutes except for the 1-hour session on Monday 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 apply for financial aid, if needed, by February 28, make hotel reservations by March 1, and register for the conference by March 15. These tasks can be done via the Lifesavers Conference website.

☐ 4 – 6 weeks before:
  • Determine if speakers require any special audio visual (AV) equipment. You will receive instructions for submitting requests via the Speaker Management Site. Requests are due by March 8.
  • Remind speakers that handouts are a priority for Lifesavers attendees and that they will be emailed instructions for uploading their handouts and/or PowerPoint presentations to the Speaker Management Site. Those received by March 8 will be posted to the Lifesavers Conference website and mobile app prior to the conference. Those received after that date 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 photo to the Speaker Management Site for viewing in the mobile app. MMI does not collect speaker bios.

☐ 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 speakers to download the mobile app (instructions are on the Lifesavers Conference website’s Home Page).
Arrival at the Conference
☐ Check in with your speakers. If a speaker is delayed or cancels, find a substitute (that could be you) or adjust the time allotted to other speakers. Notify the Moderator/Speaker Coordinator, Tracy McClure (mcclure@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.

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 (Kentucky state volunteer) will have the name cards and will remain in the room during 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 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 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 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 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.