

INSTRUCTIONS FOR MODERATORS

Thank you for agreeing to serve as a moderator.

If there are difficulties with this assignment please contact Sharon Brookshire (sharonb@ksu.edu) ASAP.

Rules of engagement:

- 1) You will receive a moderator packet when you check in for the meeting. Your packet will include the most recent schedule for your session. Any schedule updates or announcements following your check-in will be placed in the meeting rooms on the presenter podium at the beginning of each a.m. or p.m. session.
- 2) Arrive at the meeting room 15 minutes prior to the beginning of the session. Introduce yourself to the audiovisual personnel. They are there to assist you and are in direct communication with hotel representatives. Become familiar with the meeting room and assist speakers as needed.
- 3) The underlying theme is: **BE RUTHLESS!!!!**
- 4) Run your session on **real time, not elapsed time** (in other words, all Contributed Paper sessions include 15 min talks that start precisely on the quarter hour - symposia may be different, **pay attention to the printed schedule**). The clock starts ticking even if the PowerPoint presentation is sputtering and the presenter is lamenting, "It worked last night on *my* computer..." Remember, people are dashing between sessions, and all sessions should be running on the same printed schedule.
- 5) The time of the talk **includes the moderator's introduction [title of talk and author(s)]**; this does not add time to their talk time!!
- 6) If a talk is cancelled in your session, **do NOT go ahead and introduce the next talk**; take a break, insert an "if you get a cancellation..." paper if previously requested, or you could take questions for the previous speakers, then start again with the next scheduled talk. **Do not move a paper scheduled later in the session in order to end the session early.**
- 7) **Stand up @ 12 min; go towards the speaker @ 14 min; pull them off the stage @ 15 min.** Tell the speakers that you will go through these stages.
- 8) The speaker needs to leave time for questions; **if not, NO questions are allowed.**
- 9) If there's time for questions, and the audience does not ask a question, be prepared to ask one yourself. This often kick-starts audience questions.
- 10) Please **keep track of no-show presentations in your session** (these are speakers who have failed to notify us of their cancellation 24-hour prior to the start of the meeting.) **Return marked Program Schedule to the registration desk for Deanna J. Stouder**