



ANNUAL CONFERENCE | APRIL 24-27, 2013 | ORLANDO, FL

Guidelines for Moderators and Recorders

NAGAP Annual Conference
April 2013



Moderator

Goal:
To provide leadership and guidance during conference presentations.

Duties in brief:
Introduce speaker(s) and topic, keep session on schedule, troubleshoot any problems that arise, and provide a graceful conclusion to the session.

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Start of Session

- ▶ Introduce yourself to the presenter(s) and express appreciation for speaker's participation.
- ▶ Prepare a brief (1-2 minute) introduction of the speaker(s). Ask them to highlight any important events or accomplishments that should be included in your introduction. Make sure you can pronounce the speaker's name(s) and institution(s) correctly.
- ▶ All speakers have provided bios to NAGAP and will be given to you on-site.

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Start of Session (cont.)

- ▶ Assist speaker with laptop and projector. Seek assistance from NAGAP Audiovisual staff (all in black shirts) if needed.
 - ▶ Speakers were instructed to bring final presentations to the room in which they are presenting for loading onto the laptop.
- ▶ Presentation will be uploaded prior to the conference. There will be no handouts. Attendees should visit the itinerary planner to obtain materials.
- ▶ Make any announcements provided.
- ▶ Remind attendees to complete the session evaluation, which will be emailed following the conference. This provides valuable information for future conference planning.

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During the Session

- ▶ **You are in charge!**
- ▶ Keep the speaker(s) on schedule. Use the signs provided to keep the speaker on time. Signs indicate 5-minute and 2-minute warnings, and when time is up.
- ▶ About 15 minutes into the presentation, do a headcount of attendees and record this on the Moderator Survey in your packet.
- ▶ Prepare one or two questions during the session, in case attendees do not have any. This will get a discussion underway.

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End-of-Session Duties

- ▶ Wrap up or stop questions when the session time is finished.
- ▶ Thank the speaker(s) and present gift.
- ▶ Announce any breaks, meals or events that follow your session.
- ▶ Make any additional announcements, especially at the first or last session of the day. NAGAP staff will place announcements at the back of each room with the speaker timer sheets.
- ▶ Drop off moderator survey at NAGAP registration desk.

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In Case of Emergency!

What if ...

Q:The speaker won't stop talking?

A: Go to the front of the room and stand next to them.

Q:The computer isn't working or there is an issue with the projector?

A: Look for an A/V tech (in black shirts and pants) or go to the NAGAP registration and ask for assistance.

Q:There are twice as many attendees as there are chairs?

A:All rooms are set for capacity seating. No chairs can be added to the rooms. Make a note of this and let the attendees know that we can't add chairs due to fire code.

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Recorder

Goal:

To provide summaries of conference presentations in *Perspectives*, which benefits members not able to attend the conference and provides documentation for future reference.

Duties in brief:

Attend your assigned session, takes notes, and turn your notes into a short summary for publication. Most session summaries are from 200 to 400 words

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Recorder Duties

- ▶ At the session, introduce yourself to the presenter(s).
- ▶ Explain your role as a recorder, writing a summary for publication in *Perspectives*.
- ▶ Verify that the session title, presenter's name, and university or company affiliation are correct as printed in the program.
- ▶ Download slides or handouts in advance. They will not be available on site.

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The Summary

- ▶ The session summary length should be 200-400 words. Do not go beyond 500 words.
- ▶ Use this format:
 - SESSION TITLE (all caps)
 - Presented by Name(s) and University or Company
 - Reported by Your Name, Your University
- ▶ For examples of previous session summaries, refer to any summer issue of *Perspectives*.

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Submitting Your Summary

- ▶ Submit your summary as an email attachment to Jennifer Kulbeck by May 6, 2013. Her address is jkulbeck@alliant.edu
- ▶ If you have any questions, contact Jennifer by email, or call her at (415) 955-2088.

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Questions?

- ▶ We are happy to answer your questions and address concerns.
 - ▶ Please attend the session scheduled for 8:00 – 8:45 a.m. on Thursday, April 25 in Osceola Ballroom I if you have questions.
- ▶ Thank you for volunteering!

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