Florida Water Resources Conference

FWRC
FWEA • FWPCOA • FSAWWA

MODERATOR GUIDELINES

BEFORE THE CONFERENCE

1. Check the FWRC website to make sure there have not been any changes to the day/time for your session.

2. Arrange to bring a laptop to your session to be used with the conference-provided projector and screen. It can be your laptop or one of your presenters may volunteer theirs.

3. Contact all of the authors/presenters in your session. Confirm that they are coming and are ready to present. Take this opportunity to instruct, coordinate, clarify, etc.

4. Make whatever arrangements work for you and your presenters to get copies of the final presentations loaded on the laptop. Since most presentations do not finally come together until the night before, speakers have put their presentation on a CD or flash stick and then met with the moderator before the session to transfer to the laptop hard drive.

5. If the presenter's bio information has not already been provided, request that those who are missing send it to you.

AT THE CONFERENCE

1. Check out the location and arrangement of your session room in advance.

2. Meet speakers to get the presentation loaded on the laptop.

3. Arrive at your room at least 15 minutes before the session starts. Set up the laptop, make sure everything is working, meet the speakers, meet the assistant moderator, etc.

4. Start the session on time with a brief introduction of yourself.

5. Introduce each speaker using the biographical information provided.

6. The speakers have been advised to limit their presentations to 20 - 23 minutes. This will leave 7 - 10 minutes for Q&A, speaker changes, shuffle around, time to go to other sessions, etc.

7. You should facilitate the Q&A if the speaker does not. You may even think of some questions yourself to "help out" in case the audience is silent.

8. Keep the session on schedule. This includes not running late and not getting ahead. If a speaker finishes early or does not attend, wait until the designated time for the next speaker.

9. An assistant moderator may be assigned to your session. If so, they will assist with the lights, door, attendance scanning for the CEU/PDH credit, etc. Be prepared to enlist someone on the spot or handle these needs yourself if there is not a designated assistant.

10. For CEU/PDH attendance records, we are implementing a scanning system so scan each attendee's badge QR code. Remind attendees to scan badge for credits.

SEE YOU AT THE CONFERENCE!