



# Moderator Guide

Thank you so much for confirming your commitment to moderate a science session at the upcoming SRBR 2020 Virtual Meeting. As we are transitioning the meeting from an in-person conference to a virtual experience, we wanted to share details with you regarding how the sessions will run and the role of the moderator.

## As a moderator, you will be required to:

- 1) Arrive in your virtual session room at least **10 minutes** prior to the start of the session to:
  - a. Meet the presenters to articulate the discussion format and the session expectations
  - b. Verify with the room host that the Zoom room is working properly for all presenters.
  - c. Confirm that all speakers have their presentations ready for screen sharing during the session. Remind them to keep their video off until the Q&A portion and only have audio on during their presentation.
  - d. Explain to the speakers how you will use the chat box to send them a message when there are 5 and 2 minutes remaining. **Slide Sessions will only receive the 2-minute warning.**
- 2) The room host will ensure you and the presenters have the appropriate permissions during the meeting. Please be sure your computer is muted until it is your time to speak.
- 3) Read the prepared introduction script with housekeeping details and welcome the attendees.

### 4) Introduce the speakers:



- Presentations are to occur in the order that they are listed in the conference program, as conference attendees will use this information to move between sessions.
- Introduce each speaker by name and institution – do not read their title *Ex: Sally Smith, Parthenon Management Group*
- All presenter abstracts are uploaded to the [online conference schedule](#). Please view the abstracts for information regarding speaker introductions. *Please note: You must be logged-in to view the online conference schedule!*

### 5) Keep track of the time:



- Monitor time using watch/stopwatch on your phone or your watch.
- Send chats to the presenter at 5 and 2 minutes remaining, as applicable.
- Stop the speaker if they are still speaking at the end of their time.
- Keep to the time allotted.

**6) Facilitate the Q&A portion of each presentation at the appropriate time:**



- Attendees will be able to ask questions via a Q&A button at the bottom of their screen.
- Moderators will monitor the questions and hold all questions until the appropriate time in the session.
- Once it is time for the Q&A portion click on the Q&A button, the questions will pop up. Depending on the amount of questions please try and have all answered. If for some reason, there are too many questions and not enough time please select only a few questions for the presenter to answer and the remaining questions will be sent to the presenter via e-mail.
- The moderator should think of a question or two to ask each speaker, in the event that there are no questions posed by the audience in the Q&A box.
- Moderators will ask all speakers to turn their video and audio on at the beginning of the Q&A segment. Video capabilities will be turned on during Q&A periods so attendees can see who is answering the question.

**7) Thank all the presenters at the end of the session.**

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**Introduction Script:**

Thank you for joining today's session. We understand that the slides may lag or be slow at times. We appreciate your patience. Should you have technical issues please send a text message to the number provided in the chat or send an email to [infor@srbr.org](mailto:infor@srbr.org) and a staff member will get back with you. Please also remember we have the no photography or recording policy in place. Photographing or recording material presented in any session is not allowed unless explicitly given permission by the presenter. Icons should be displayed on each slide to signify if photography of the slide is allowed.

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