SFTIC 2017
MODERATOR RESPONSIBILITIES
June 19-22, 2017 | Melbourne, FL

MARK YOUR CALENDAR: A MODERATOR MEETING is scheduled Monday, June 19 at 5:30pm in the Aruba Room. We will provide an overview of the meeting-room set-up and any equipment to be used (i.e., microphones, remote controls, timing method, etc). Please make every effort to attend this meeting so we can review everything at once as a group. If you miss this meeting, please watch how other moderators perform and learn from them. If you have questions about moderating, check in with our staff at the registration desk.

Speaker Management Responsibilities

- **A seat is reserved for you in the front row of the meeting room.** There you will find a moderator checklist, a recap of any announcements to be made, timing placards and in the larger rooms, a hand-held microphone so you may introduce speakers from the floor to facilitate quicker transitions between speakers.

- **Locate all speakers at the front of the room before the start of your session** to confirm they are present. We suggest you prepare in advance a one-page recap of speaker names, talk titles, affiliations and brief bio introductions in order of their talks. Remember, keep introductions short. **Sessions must stay on time.**

- **A student volunteer will be seated with you to assist with putting the lapel mic on speake**rs while you are introducing them. This speeds up the transition between speakers.

- Speaker Introductions: We suggest you prepare in advance a one-page recap of speaker names, talk titles, affiliations and brief bio introductions in order of their talks. Remember, keep introductions to just a few sentences. Time is very limited. We will send you a pre-scripted email you can send to your session presenters requesting their bio.

- SPEAKER TIMING: Use your watch to keep presenters on time; we will give you placards to hold up and notify speakers when their time is up. These cards state 3 minutes, 1 minute, STOP. You may have to stand up and approach the podium to curtail a presentation. We have two rooms going at the same time – and we need all speakers starting and stopping at the published time so attendees can rely on the printed schedule.

- In the event a speaker No Shows, please conduct Q&A during that time slot. Do not ask the next speaker to begin early. All concurrent sessions need to run on the same time schedule. Poor time management of speaker presentations and sessions being off schedule is the single largest complaint we receive in evaluations. Speakers must start & end on time as per the published schedule in the printed program.

- Speakers are to turn in their power point files at the AV Download station 24-hours prior to their talk.

- All PowerPoint Files are loaded in advance on laptops in each meeting room. AV Technicians are responsible for calling up speaker presentations, monitoring sound and turning lights up and down.

- Speakers have been asked to allot the last three minutes of their presentation time for questions. If no one has questions for a speaker afterward, and if there is time available, moderators are welcome to pose questions to stimulate discussion. During Q&A, make sure everyone hears and understands the question before a response is given.

- A few hours before your session, we recommend you check in with staff at Registration & AV Download to confirm all of your session presenters have arrived, and turned in their PowerPoint files.

http://conference.ifas.ufl.edu/SFTIC2017