



Thank you for agreeing to moderate a session at the ANZHNCs/NZAPS Joint Meeting

Before the session:

***Meet up with your Moderator partner and decide who will do what:***

Moderator 1:

- introduces the Presenter
- monitors the Virtual Attendees questions during the presentation and Q&A
- directs the flow of questions between virtual and live and reads out the virtual ones
- Is prepared with a question if there is extra time to kill, moves the session on if time has run out
- thanks the Presenter

Moderator 2:

- works out the time allocation for the presentation talk/Q&A
- times the presentation (where in person presenter)
- indicates to In Person speaker when presenting time is 2 & 1 minutes remaining
- ring the bell at the conclusion of time
- Using handheld mic, go around the live audience fielding the live questions

***Ideally locate the (In Person) presenters prior to your session***

This makes it easier to ensure your speakers are all present and it will pay to ask the presenters who have longer than 10 minutes how long their talk is to calculate how long you will have for Q&A.

***Be familiar with the moderators set up***

The moderators will be positioned at a table which will have a monitor (which will show the Youtube chat window where virtual attendees will be asking questions). There will also be timekeeping equipment: a bell, two strips with “2 minutes remaining” and 1 minute remaining”. There will be a handheld cordless microphone for both moderators.

***Moderators Folder (to remain at the Moderators desk) includes:***

Program

Speaker Bios

Remote Speaker Plans (in session order)

Cy Newton is the AV Manager and he will ensure the smooth transitions of both slides and pre-recordings which he will have received in advance from the presenters.

***Be familiar with the presentation***

Author, presentation name appear in the handbook. Check the total time of their presentation and work out the time division for their talk/Q&A.

Remote Presenters (indicated by the <sup>LS</sup> next to their name in the program) - the length of their pre-recording has been noted on the Remote Presentation Plan and highlighted. They will have the balance of the time for Q&A. Some of the Keynotes will have pre-recordings back-to-back and then a dedicated time for Q&A at the end – this will be indicated on the program. Remote presenters will enter the meeting via Zoom.

<b>Presentation Timing</b>	
<i>Total</i>	<i>Breakdown of presenting + time for questions and answers</i>
10 minutes	7 + 3 Q&A
20 minutes	15 + 5 Q&A
30 minutes	25 +5 Q&A
45 minutes	35 +10 Q&A

**STAY ON TIME:**

As this event is a hybrid with both a virtual and live audience, some running on different time zones, it is really important to keep to the advertised schedule.

If a talk goes over their total time, there will be no Q&A and you will need to move to the next presentation. If the audience has not asked any questions and there is time, it would be a good idea to have a questions

Work in real time not elapsed time, let the schedule be your guide to when to wrap up the presentation and/or Q&A session.

If a talk or Q&A finishes early DO NOT go ahead and introduce the next talk. Instead, ask some questions if there are only a few minutes to fill in. For longer time periods such as a presenter no show, the convenors have pre-organised some questions that can be responded to by delegates on their phones via Mentimeter.

For further help contact:

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