



Moderator Guidelines

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

A table will be reserved near the stage for moderators, convenors and speakers

Audio Visual Technician on duty: Pablo

Moderator duties:

- introduces the Presenter
- directs the flow of questions from the audience
- Is prepared with a question if there is extra time to kill, moves the session on if time has run out
- Will handle any Cases presented for the Panel Session (where applicable)
- thanks the Presenter (gifts will be labelled at the table in a box – note that speakers with multiple presentations will be given their gift after their last presentation)

Timekeeping (Convenors will help with this where needed):

- work out the time allocation for the presentation talk/Q&A, time the presentation
- indicate 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 (there will also be a staff member on hand to help with this)

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

Programme

Speaker Bios

Invited speakers make their presentations and all Q&A happen at the end of the session either in the Panel Session or Discussion.

The only exception to this is the Free Papers. These are 10 minutes total duration in which time they should allow a few minutes of Q&A (eg 7 minutes to present, 3 minutes Q&A)

Panel Sessions

Speakers from the Session (this excludes Research Papers) are invited up on stage to take questions relating to any talks in the Session. There may be pre-provided cases and the submitter should be available to stand up and speak to this – there should be slides provided in advance.

STAY ON TIME:

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.

Let the schedule be your guide to when to wrap up the presentation and/or Q&A session.

For further help contact:
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