Tips for Presenters, Chairs and Moderators

Prior to the session start time, check to be sure you know where your session room is located. Each day check the bulletin board near the registration table to see if there have been changes to your session

ARE YOU PRESENTING A PAPER OR CREATIVE WORK AT THE CONVENTION?

- Do stand at the podium to read your presentation
- Do observe time limits and keep within the 8-15 minute time limit. Due to the record number of convention participants, timing IS tight
- Plan to arrive for your session five minutes prior to the start time and introduce yourself to the session chair or moderator; confirm the pronunciation of your name
- Present your work audibly and speak slowly; DON'T IMPROVISE
- Don't wave your hands, fiddle with pen, paper or paperclips, or use air quotation marks
- Do smile and enjoy the experience
- If time permits, you may be asked to participate in a discussion period with the audience

ARE YOU MODERATING OR CHAIRING A SESSION AT THE CONVENTION?

- Arrive at your session five minutes prior to the beginning of the session
- Before formally starting the session, introduce yourself to the presenters and check to see if all of them have arrived; check on pronunciation of each presenter's name
- Remind presenters that they have 8-15 minutes and to keep track of the time
- Introduce each presenter by name, college/university or alumni affiliation and title of the work being presented. Ask the audience to hold all questions until after all presentations are complete
- Request that everyone turn off their cell phones or other electronic devices
- Follow the order of presenters as listed in the program
- Begin the session on time. Due to the record number of convention participants, timing is tight. Keep track of the time and if needed, gently remind presenter when there is only a minute or two left
- ONLY IF TIME PERMITS, facilitate a discussion of the works with the presenters and the audience

NOTE:
- The moderator packets distributed in the past have been eliminated. The registration desk will have copies of common question prompts for the discussion at the end of the session. Faculty moderators may gain access to session papers via the EBMS system
- Some attendees may need special seating, lighting or hearing devices. Moderators and Chairs should make every attempt within their abilities to accommodate such needs.