

Plant Health 2024 - Session Moderator Guidelines

Moderator primary responsibilities:

Welcome the audience, keep the discussion moving, facilitate engagement between the audience and speakers, ensure the session runs on time, and that the speaker is able to present his/her work under the best possible conditions.

Success as a moderator:

Prepare! Be excited about the content, and actively participate in the session. Put yourself in your presenter's shoes. Use the provided Moderator Script to aid in your introduction of the session.

The following information is provided to assist moderators in chairing a quality session.

Audiovisual Needs -- An audiovisual tech will be available prior to and at the start of each session and will check rooms throughout the session to assist with any equipment and lighting issues. A conference recording tech will be available to assist with the final loading of any presentations. As in the past, presentations given in each scientific session during the annual meeting (with presenter approval) will be recorded.

MODERATOR PROCEDURES

- **Be in the session room at least 20 minutes prior to the start of your session.** Introduce yourself to the speakers, verify that they are all present and have loaded their presentations onto the computer provided.
- **Using a timer will be key in keeping the session on time.** We recommend using your phone's clock or timer app. If you are unable to use your phone, please check with the Registration Desk for a timer device.
- **Start the session ON TIME** - introduce yourself and the name of the session.
- **DO NOT move up the program for a no-show speaker**--unless you have been asked to do so by the program chair or a member of the headquarters staff. This time may be used as a brief break or as an ad-hoc discussion. If the session is moving too quickly, use this time to call for a short break.
- Encourage attendees who are standing to take a seat and turn all cellphones to off or vibrate.
- **Introduce each presenter** - name, affiliation, and presentation title.
- **Thank presenters** and request questions from the floor when time allows. Please come prepared with questions that can be used to stimulate dialogue.
- **Monitor the discussion periods.** Attendees offering an extended comment should be directed to speak with the author personally after the session. Keep discussions lively and under control, within the time allotted.
- Alert headquarters staff of any emergencies.

INFORM YOUR PRESENTERS

- **Laser pointers.** Due to the conference recording, laser points will not show in the recording. The presenter should use the cursor to highlight any information on their slide(s) if they wish it to display in the recording.
- **Speak clearly and slowly.** Be certain that presenters can be heard by all attendees. This may require requesting a speaker to talk louder into the microphone.
- **It is very important that sessions stay on schedule.** Speakers should be alerted 3-5 minutes before their time is up. Stop speakers when their time is up. Inform speakers how you will notify them of time.

Plant Health Session Types

| SPECIAL SESSION | TECHNICAL SESSION |
|---|---|
| Submitted by the community and reviewed by the AMB. | Submitted talks that are selected by the AMB and assembled into like-topic groupings. |
| 75 minutes total Speaker times vary based on the specific session agenda | 75 minutes total Speakers have 12 minutes for their talk + 3 minutes Q&A |
| Speakers and Panelists are invited to present. | Speakers submitted abstracts for oral consideration. |
| Format varies from formal presentations to panel discussions. | Format is formal presentations. |
| Session format often encourages discussion and audience participation throughout the session. | Audience interaction takes place during Q&A time. |
| Most often, the organizers are also the moderators. | Moderators are fellow presenters, most will also be presenting in the same session. |

Moderator Script

MODERATOR: Hello everyone! Welcome to [INSERT YOUR SESSION NAME]. We are pleased to have you join us for Plant Health 2024, and this session.

In order to be considerate and respectful to everyone attending and presenting today, please be sure your cell phones are silenced. Photographing of session slides without the speaker's prior approval is not allowed.

[For TECHNICAL sessions] Each presenter will have 12 minutes to give their talk, followed by 3 minutes of Q&A. We will be strictly adhering to this timing to ensure our session remains on schedule.

[Continue to introduce your session, speakers and presentations with words such as...]

And now I'm pleased to introduce.....

The impact we are hoping to achieve with this session is..

We hope you will walk away from this session with...

THANK YOU
for your participation in this essential role!