

Moderator Orientation

Plant Health 2022



1

Moderator Role

Essential role in any session

- Welcomes the audience
- Keeps the discussion moving
- Facilitates engagement between the audience and speakers
- Ensures the session runs on time

Success as a moderator

- Prepare!
- Be excited about the content, actively participate in the session
- Put yourself in your presenter's shoes



© 2022 The American Phytopathological Society (APS)

2

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.

3

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.** There should be a timer at the podium, or you can use your phone's clock app. If the timer is missing, please check with the Registration Desk.
- **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.

4

Moderator Procedures

- **Make Announcement**—No photography is allowed during presentations as it disrupts the presenter and the audience. Announce at the start of the session and, if need be, before each presentation.
- *(Special Sessions Only)* **Remind the audience to complete the session evaluation in the app** – click on the session's name and scroll down to "Evaluate this Session".
- **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. Repeat questions to the speaker from the audience as necessary to ensure that everyone can hear them.
- Alert headquarters staff of any emergencies.

5

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.



6

Podium Software

1. Familiarize yourself with your session's podium when you arrive.
2. Ensure all talks are uploaded onto the software. If not, you will see "Click here to upload."
3. After the introduction of each speaker/talk, click to bring up the slides of that presenter.



Pittsburgh, Pennsylvania | August 6-10, 2022
David L. Lawrence Convention Center



8:30 AM - 9:45 AM, Monday, August 8, 2022

SPECIAL SESSION: Epidemiology, Diagnosis, and Management of an Emerging Disease – Boxwood Blight

Shishkoff	The Epidemic Since 2020: New Insights into Management of Boxwood Blight.
Weiland	Nursery production decisions on plant spacing and irrigation affect risks for boxwood blight
Coop	Boxwood blight management: A decision support tool for both infection and establishment risk
Yang	Diagnosis of boxwood blight: conventional to modern approach
LaMondia	Integrating research results into a boxwood blight management program

© 2022 The American Phytopathological Society (APS)

7

7



Don't hesitate to reach out with
any questions!

Paul Esker, AMB Chair

Megan Boatman, Staff @ Registration Desk

© 2022 The American Phytopathological Society (APS)

8

8