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 can 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.

MODERATOR PROCEDURES

Before the Conference

- Familiarize yourself with the content being presented during the session.

- Your presenters have been instructed to provide you with a draft of their presentation. Review the presentations for legibility and adherence to the Oral Presentation Guidelines and use of the Brewing Summit oral template (these will be provided). ***Provide any feedback to presenters in a timely manner.***

During the Conference

- Attend the Speaker's Breakfast on Wednesday, August 13th 7:45 a.m. to meet the presenters in your session.

- ***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. Bring the first presenter's slide deck up onto the screen.

- ***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.

- ***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.

- ***Introduce each presenter*** - name, affiliation, and presentation title.

- ***Thank the presenters***. 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.

INFORM YOUR PRESENTERS

- ***Laser pointers.*** Due to the conference recording, laser points will not appear 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.

SESSION TYPES

SCIENTIFIC SESSION, WORKSHOP, PANEL DISCUSSION	TECHNICAL SESSION
Designed by the Program Team with partnership from experts in the community	Submitted talks that are selected by the Program Team and assembled into like-topic groupings.
75 minutes total Speaker times vary based on the specific session agenda	75 minutes total Speakers have 20 minutes for their talk + 5 minutes Q&A
Speakers and Panelists are invited to present.	Speakers submitted abstracts for oral consideration.
Format varies from formal presentations to interactive workshops, 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 Program Team members and volunteers.

Moderator Script:

MODERATOR: Hello everyone! Welcome to [NSERT YOUR SESSION NAME]. We are pleased to have you join us for Brewing Summit, 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 20 minutes to give their talk, followed by 5 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…

Close out the session by thanking all of the speakers and the audience for their participation.

THANK YOU
for your participation in this essential role!