AmSECT 61st International Conference Moderator Sheet

Hello and thank you for moderating this session for the AmSECT 61st International Conference! In addition to taking place for the in-person attendees here in Orlando, this session is being streamed for our Virtual Conference attendees. Each session has two moderators. While you may decide amongst yourselves who would like to kick-off and close the session and introduce the speakers, we are asking that one of you be responsible for moderating in-person Q&A in Orlando and the other be responsible for asking questions from the virtual audience watching from home**.** Please find the information necessary to moderate this session for both our in-person and virtual audiences.

**Moderator Expectations:

  Both:**

* Start the session on time by asking attendees to find their seats.
* Introduce the session topic and the first speaker.
* Keep all live speakers on time – sometimes this requires politely asking a speaker to wrap up.  A timer will be visible to both you and the speaker throughout the presentation.
* Prepare questions for the speakers in case the audience does not have any.
* Close the session on time, thank all speakers, and provide details about what comes next on the program (available via the AmSECT 2023 Conference App).

**“In-Person” Moderator:**

* Identify audience members standing at the microphones and call on them to ask their questions out loud.
	+ Microphones will be placed in the aisles for Q&A.  Often times, attendees will line up with questions so try to be fair in calling on people in different areas of the ballroom. Remember to take turns with your co-moderator who will likely have questions to ask from the remote attendees.

**“Virtual” Moderator:**

* Monitor the online chat from the **provided laptop** at the head table.  Staff will help assist before the session begins to ensure you are comfortable with where to look. In turn with the in-person moderator, voice questions posed by remote attendees into the moderator microphone for all to hear.
* Participate in the typed chat if comfortable.
* Close the session in the chat, thanking everyone for their attendance and participation.