

Moderator Preparation Worksheet

Remember to introduce yourself. Thank the audience for coming to the session and review the pre-session information listed for you on the podium. Provide the name of the session. Outline the time for the speakers. Indicate when the audience can ask questions-i.e., at the end of each speaker's presentation, at the end of the session, or using the online Q&A tool.

Speakers, Questions and Summary:

Speaker 1: _____

Introduction for Speaker #1 (Include current position, training, and relevance to topic. Should be brief, formal and interesting.):

Questions for Speaker #1:

1. _____

2. _____

Speaker 2: _____

Introduction for Speaker #2 (Include current position, training, and relevance to topic. Should be brief, formal and interesting.):

Questions for Speaker #2:

1. _____

2. _____

Speaker 3: _____

Introduction for Speaker #3 (Include current position, training, and relevance to topic. Should be brief, formal and interesting.):

Questions for Speaker #3:

1. _____

2. _____

(Repeat the above as needed if additional presenters are featured in your session.)

Summary of Session and Concluding Remarks. Remember to thank the speakers and the audience for their participation.

Before the meeting, we ask that you:

1. Work with the confirmed speakers to develop specific session content and assist the staff liaison assigned to your session with the collection of necessary materials from your speakers.
2. Once all speakers are confirmed, you will be notified via email.
 - You should contact the speakers prior to the meeting to ensure that the content adheres to the learning objectives defined for your session and is designed for the target audience identified. **Done**
 - Your staff liaison can organize a conference call for the session faculty if desired. **Done**

During your session, we ask that you:

1. Arrive to your session 15 minutes prior to its start.
2. Ensure that the session provides balanced information that is free of commercial bias and addresses the latest advances in the research, diagnosis, and treatment of allergic and immunologic diseases. Ensuring that the content is free of bias could include review of the content being presented prior to the audience seeing it.
3. Manage your session on site. Your role includes making introductory announcements, introducing the speakers and keeping the session on time. A speaker timer will be available at the podium – please reset this for each speaker when you introduce her or him.
4. Facilitate any question and answer or panel discussion segments as scheduled. This may include monitoring questions that are submitted online during the session and asking them at the appropriate time.

Common Session Problems

1. Long-winded Speaker

Consider injecting respectfully and politely. You can inform speakers ahead of time that you will tap your watch on the table. You can use an appropriate comment and bring the speaker back to the topic and objectives. You can inform the speaker that their time is up and that it's time for audience questions.

2. Audience Questions

- **Lack of questions:** If you have completed the above worksheet, you will have questions for the speaker. If you recognize someone in the audience, you can consider calling upon them and asking for a comment or a question.
- **Unfocused/unclear questions or questions not heard:** You can rephrase the questions for the audience member. You can repeat the question if the audience member spoke too quietly or does not use the floor mic – this is especially important if your session is being recorded for the Virtual Annual Meeting. You can ask the audience member to talk to the speaker after the end of the entire session.
- **Difficult audience member:** Interrupt the individual. Suggest that that the individual speak to the speaker at the end of the overall session.