

STN Conference Moderators – General Information

Session Preparation

1. Make contact with your speaker/ speakers prior to the conference (e.g. by email) and introduce yourself as their moderator. Make sure you know the best way to reach them (e.g. cell phone) in the event that they are running late that day. Consult speakers about any questions regarding pronunciation of their names and their institutional affiliations.
2. Please arrive at the session room 10 - 15 minutes before the session begins (depending on how tightly the sessions run together).
3. You are responsible for beginning and ending on time. Wear a watch or make sure there is a clock visible in the room for you to use.
4. Ensure you have the most current agenda for your session, including any cancellations or substitutions. You may verify this information at the registration desk.
5. Check that all speakers are present and that the AV personnel have the power point presentations.
6. Brief each speaker on the system you will be using to warn them of time remaining. There is a 5 minutes sign in this packet that you can use.
7. Check to ensure the scanner for attendance verification is inside the room and in working order. Remind participants to scan their badges as they arrive. If there seems to be a backup or delay, inform them that some of them may take and see and can scan their badge anytime during the session. Locate STN staff if there are any malfunctions or problems.
8. Check out the sound and AV system and discuss back-up plans with the AV staff in case of failure.
9. At the beginning of the session, or a minute or two ahead of time, go up to the podium and introduce yourself and the topic of the session. Then introduce the speaker.
10. When introducing a speaker, stand at the podium. Leave enough time so that the first speaker can begin on time
11. Begin the session on time, even if the audience is still arriving in the room.
12. Listen carefully during the presentation and write several questions to ask the speaker. That way when it is time for the Q&A, you have questions to ask while the questions from the audience are being picked up. Watch the clock and dismiss the audience when time is up. If the speaker wishes to stay and answer individual questions that is OK.

Introducing the Speaker(s)

1. Announce that “Society of Trauma Nurses is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation.”
2. Introduce each speaker by their name, affiliation, and the title of the talk. The speaker information and introductions are included in this packet.
3. Avoid personal / friendship stories when introducing the speakers, however one sentence of something personal is OK if it pertains to the topic.
4. Keep your introduction brief - no more than a minute or two. There are bios of the speakers included in this packet.
5. Following your introduction, remain at the podium until the speaker arrives, shake the speaker's hand, and leave the podium (sit in the front row with easy access to the stage).
6. Each speaker has been allotted a specific amount of time to speak. **This is not flexible, and you are responsible for adhering to the schedule**, including the Q&A period.
7. Please use a visual signal when there are 10 minutes left (for example, raising your hand or raising the 10-minute sign); stand up to one side of the stage **when there is 1-minute left. Walk to the podium and politely nudge speakers away as their allotted time comes to an end.**
8. Speakers will usually look to you to see whether there is enough time for questions, and when to cut off questions.
9. Speakers should field their own questions, **but be sure speakers repeat questions from the audience**, especially those from front rows.
10. For this conference, time has been allotted for questions at the end of each session.
11. It is a good idea to have at least one question ready for each talk, but if there are no questions and the session is running late, use this opportunity to get back on schedule.
12. Please be sure to thank the speaker at the end of their sessions. This will actually signal the end of the session.
13. Then make any necessary announcements, and remind the audience when the next session will convene

It is imperative that all sessions start on time and end on time

Additional Instructions

Dress Code: As a moderator it is important that your dress attire is appropriate. Business attire, e.g., a suit is appropriate. Please, no sleeveless tops or casual attire.