

Session Moderator

Details

5th Urban Street Symposium

May 22-24, 2017

Raleigh, North Carolina



- Contact your speakers in advance of the session to confirm name, title, and employer
- Attend the Moderators Meeting on Monday morning of the Symposium
- Arrive at your session room at least 15 minutes before start time

Session moderators serve a valuable role in keeping sessions on time and facilitating discussion. A couple of weeks before the session, contact all of your speakers to introduce yourself and ask for proper spelling (and pronunciation, if needed) of the speaker's name, title, and employer. This information will be used to introduce the speaker at the session. *A short bio of the speakers will not be used for this symposium to preserve as much time for presentations as possible.*

The Moderators Meeting will take place on Monday morning at 7:45 in Room 305B. For your session, arrive at your session room at least 15 minutes before start time and confirm that your speakers are present. Begin the session promptly at the starting time printed in the program.

Ensure that each speaker remains within the allotted presentation time (15 minutes pre-prepared material + 5 minutes Q&A for 4-speaker podium sessions; 20 minutes pre-prepared material + 5 minutes Q&A for 3-speaker podium sessions; 5 minutes pre-prepared material + 3 minutes Q&A for Lightning sessions). Provide prompts to speakers at 5, 2, and 1 minutes remaining, and if a speaker starts to run over into the Q&A time, prompt them to conclude their comments immediately. Have a question prepared for each speaker, in case the audience is slow to offer one, and end Q&A promptly at the allotted time, so that subsequent speakers also receive their fair share of session time.