



WAVES Annual Conference GUIDELINES FOR SESSION Moderators

Workshops and program sessions are an important part of the WAVES Annual Conference. Session Moderators are responsible for making sure the program session starts/ends on time, that the presenter(s) needs are met, verifying room readiness and monitoring the progress of the session.

WAVES has developed the following guidelines to help you moderate a successful session.

1. If possible/desired (but not required), you may contact the presenter(s) in advance of the conference to discuss the content of the presentation and obtain a brief résumé for use in introductions.
2. Arrive at the room well before the session begins to meet the presenter(s) for last minute information and coordination.
3. Begin the session on time.
4. Announce the session number and title. Remind attendees to make note of the session title for evaluations.
5. Introduce yourself as the moderator, as well as the presenter(s) to session attendees. We will give you presenter bios at the Moderator Meeting at the conference.
6. Monitor time to make sure the presenter(s) stay(s) within the time limits.
7. Moderate the question and answer period, if appropriate.
8. Submit your moderator evaluation on the WAVES Mobile App by clicking “Surveys” then “Moderator Evaluation”. (Remember to count the number of session attendees to record on the evaluation).
9. End the session on time.
10. Remind the audience to complete the session evaluation by going to “Surveys” then “Session and Conference Evaluation” on the WAVES Mobile APP.
12. If you are unable to fulfill your moderator duties, or if other problems arise, please contact the WAVES 2nd VP Debra Crosby at deb.crosby@ttu.edu prior to the conference. During the conference, contact me via cell at 806.787.6507.

Thank you for serving as a Session Moderator. Enjoy the conference!