

2019 URMIA Annual Conference Moderator Checklist

- **Before the Conference**

- Set a time to meet your speakers
- After 8/1 deadline, review the PowerPoint file and any handout material (does the file meet the learning objectives? Ensure the presentation is not sales oriented, check for punctuation, typos, and aesthetics.)
- Confirm the session date and time, [double check online schedule](#)
- Review current biographies & speaker photos
- Discuss how to handle question and answer time (You may need to allow for 5 or 10 minutes of questions at the end)
- Are any special equipment needs? Videos must be tested in advance. Contact michelle@urmia.org with any additional AV needs

- **At the Conference**

- Visit Your breakout session room
 - Physical layout – Seating, lighting, how to turn down lights
 - Needed AV equipment – Check to make sure it's present and working
 - Know what to do if there is a problem
- Speaker Ready Room-use this room to meet with your speakers; speakers can spend time here throughout the conference to prepare

- **At Your Session**

- Check for speaker [timecards](#) and [speaker thank you cards](#). Every room will have these at the podium (or side table). Please return the time cards to podium once finished. Is the presentation loaded? Staff will be roaming room to room and AV will be available for any questions. Thank You Cards - (*May want to hand out prior to the start of the session*)
- Seating: Encourage attendees to move to the front; help people find empty seats
 - Introductions-practice and time yourself: Allow yourself 60-90 seconds (less is more!)
- Follow directions provided on *Moderator Script* in room at podium
 - Asking media rep to identify self
 - Mention any housekeeping items noted
- Timeliness: Start on time, no matter what
- Question and Answer Period: Let audience know how the question and answer period will work-
- Schedule: Keep on schedule
- Speaker Feedback
 - If speakers were inappropriate in the session, used sales language, or you have comments to share with URMIA, please email michelle@urmia.org directly after your session or as soon as you can.

- **After the Conference**

- Thank you letters from URMIA National Office
- Additional thanks from the moderators are appreciated.