

# Moderator Guide

Thank you so much for confirming your commitment to moderate a science session at the upcoming 44th Annual ARO MidWinter Virtual Meeting. As we are transitioning the meeting from an in-person conference to a virtual experience, we wanted to share details with you regarding how the sessions will run and the role of the moderator.

## As a moderator, you will be required to:

- 1) Arrive in your virtual session room at least **10 minutes** prior to the start of the session to:
  - a. Meet the presenters to articulate the discussion format and the session expectations
  - b. Verify with the room host that the Zoom room is working properly for all presenters.
  - c. Confirm that all speakers have their presentations ready for screen sharing during the session. Audio and video will be turned on during presentations.
- 2) The room host will ensure you and the presenters have the appropriate permissions during the meeting. Please be sure your computer is muted until it is your time to speak.
- 3) Read the prepared introduction script with housekeeping details (listed below) and welcome the attendees.

### 4) Introduce the speakers:

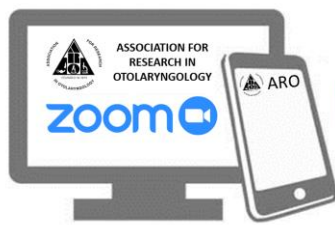


- Presentations are to occur in the order that they are listed in the conference program, as conference attendees will use this information to move between sessions.
- Introduce each speaker by name and institution – do not read their title *Ex: Sally Smith, Parthenon Management Group*
- All presenter abstracts are uploaded to the [online conference schedule](#). Please view the abstracts for information regarding speaker introductions. *Please note: You must be logged-in to view the online conference schedule!*

### 5) Keep track of the time:



- Monitor time using watch/stopwatch on your phone or your watch.
- Stop the speaker if they are still speaking at the end of their time.
- Keep to the time allotted.



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## 6) Facilitate the Q&A portion of each presentation at the appropriate time:



- Attendees will be able to ask questions via a Q&A button at the bottom of their screen.
- Moderators will monitor the questions and hold all questions until the appropriate time in the session.
- The moderator should think of a question or two to ask each speaker, in the event that there are no questions posed by the audience in the Q&A box.
- Moderators will ask all speakers to turn their video and audio on at the beginning of the Q&A segment. Video capabilities will be turned on during Q&A periods so attendees can see who is answering the question.

## 7) Thank all the presenters at the end of the session.

### **Introduction Script:**

Thank you for joining today's session. As a reminder your video and audio are muted. Although we have worked hard to make this a smooth session, there is always a chance that some members may experience audio and/or video lags or disruption. We hope that does not happen; however, we remind you that most presentations will be available on the meeting website for 2 weeks after the meeting so you will have an opportunity to watch the sessions again if your connection is disrupted. Closed Captioning will be taking place during this session live. You will find the live closed captioning at the bottom of your screen. Zoom also provides AI-powered live transcription that needs to be enabled by the viewer by clicking the CC button and enabling auto transcription. Please direct questions to the moderator via the Q&A function. Should you have technical issues please stop by the help desk or send an e-mail to [headquarters@aro.org](mailto:headquarters@aro.org) the staff member will get back with you.