



2025 Salt Lake City Moderator Orientation

Before the session starts:

- **Check the online program**—Check the time and room assignment of your session. The final program is posted at:
<http://www.sciencesocieties.org/canvas/program>.
- **Arrive early**—Plan to arrive about 30 minutes before the session starts. Familiarize yourself with the audio-visual equipment. You may need to help presenters upload their presentations before the session. Presenters have been made aware that their PPT slides should be created in the widescreen 16:9 format. 4:3 formatted slides are not supported.
- **Keep to the schedule**—
 - a. **Traditional Session Moderators:** Start and end your session on time. Each speaker in a volunteered session receives 15 minutes. ***If a speaker is missing, take a break and do not skip to the next presenter.*** (Attendees base their schedules on the times listed in the program.) It is helpful to use arranged signals to indicate when a speaker's time is almost finished.
 - b. **Rapid Session Moderators:** Start and end your session on time. Each speaker in a volunteered session receives 5 minutes. ***If a speaker is missing, take a break and do not skip to the next presenter.***

In order for the 5 Minute Rapid format to be successful, it is helpful to use arranged signals to indicate when a speaker's time is almost finished. We recommend politely stopping the presenter after they've been given their hand signal(s) that their time is almost finished and are now exceeding it. After each set of ten Rapid presenters there is a scheduled 10-minute discussion/buffering period to help keep the session on track.

- **Media**—Members of the pre-registered media and ACSESS staff are allowed to photograph and audio tape all sessions. ACSESS or contractors' staff may videotape all sessions. Otherwise, there is to be no use of photography or personal recording devices in the session rooms.



- **CEUs**—Check the online program/program app session listings to view whether your session title is approved for CEUs. If it is, let attendees know they can activate their CEU credits after the session by scanning the appropriate QR code found on the central CEU Signboard near the Registration Area.

At the beginning of the session:

1. Introduce yourself as the moderator for the session.
2. Encourage the audience to take seats at the front of the room and to fill empty seats.
3. Remind the audience to turn off or silence their cell phones.
4. If applicable, the audience can receive credits via the central CEU Signboard.
5. Encourage the audience to join the community/division holding the session and use the hashtag #CANVAS25 to post what they learned in the session.
6. Remind the presenters of the following:
 - a. They will be required to stay within their time limit.
 - b. Their voice is being captured by a mic on the podium, so no wandering away or we won't hear them on the recording.
 - c. They should use the mouse curser when pointing onscreen. This will ensure it is captured by the recording.
 - d. If they take questions at the end, repeat them into the mic before answering so that it is captured on the recording.
7. *If your session is sponsored (indicated in the online program/program app session listings), please be sure to thank the session sponsor before beginning.*
8. *If your session is broadcasting a live event/presentation (indicated in the online program/program app session listings):*
 - Virtual attendees can use the chat feature to communicate with you as the in-room moderator.
 - You will convey their questions to the presenter via the audience mic in the room.



- Chat should not be accessed via the podium laptop; you will need to access and monitor chat via your own device.
- Coordinate with your session organizer ahead of time to see if the session will be utilizing a live event/presentation.

Oral Session Report:

After session completion, visit bit.ly/2025ModEval to fill out the Oral Session Report/Moderator Evaluation. You can also use the below QR Code linking to the report:



Questions on presentation management or recording software?

- Confex staff will be available on-site in the Speaker Ready Room (SPCC, Room 250C) to answer questions about the recording and presentation software.
- SRR Hours:
 - Sunday – Tuesday, 7:00 am-6:00 pm
 - Wednesday, 7:00 am-12:00 pm

Questions on audio visuals, light, sound, or temperature control?

Audio visual staff will be roaming the hallways at session start times to answer any questions. Please look for one of them in your area. If you do not see anyone, please visit the Speaker Ready Room or Information Desk.

In Case of Emergency: Call 911 first and give as many details as possible. Notify the operator that you are a guest at the Salt Palace Convention Center, 100 S W Temple St. Immediately following, notify Guest Services (385) 468-2220 and relay the information so that they can direct emergency personnel to the appropriate location quickly.