

Entomology 2023 Moderator Instructions

Before the session starts:

- **Arrive early.** Plan to arrive about 20-30 minutes before the session starts. Familiarize yourself with the podium, computer, projection system, pointer, and room lights. A timer, laser pointer, timecards, and hand sanitizer will be in each meeting room.
- **Check the online program.** Please check the time and room assignment of your session. The final program is posted in the mobile app or online at: <https://entomology2023.eventscribe.net/>.
- **Presenters should not be permitted to use their own computers, projectors, laptops, or other specialized equipment without prior consent from the Presentation Preview Room personnel.** Under no circumstances should you allow the session's computer or video projector to be disconnected as it risks damaging/disrupting subsequent presentations and is a violation of our contract with the A/V company.

At the beginning of the session:

- **Introduce yourself** and co-moderator (if any) and state the session name so attendees know they are in the right place.
- Announce that presenters have been instructed to **include icons on their slides informing the audience whether it is okay to photograph slides and/or post their presentation information on social media.** Audience members are requested to honor the speaker's photography and social media designations.
- Please silence all cell phones.
- **Remind the presenters they will be required to stay within their time limit.** Visual cues for presenters have been provided. Be sure to inform your presenters if you plan to use them.
- **Keep to the schedule.** Start and end your session on time. If a presenter runs over time, it is the moderator's responsibility to enforce the time allotment. If a presentation ends early, the moderator may wish to generate a discussion of the previous presentation(s) while waiting for the start time of the next scheduled presentation. **If a presenter is missing, take a break or facilitate an informal Q&A session and do not skip to the next presenter.**
- **Begin the first presentation** by clicking on the presentation title, then the presenting author's name. Click just once and then be patient – the presentation may take a few moments to load. After each talk is complete, follow the prompts for the next presentation.

At the end of the session:

- **Complete the Moderator Evaluation and Attendance Form** online using the link provided via email.
- **Return the timer, laser pointer, timecards, and hand sanitizer** to their proper location on the table for the next session.