

2021 PROCEDURES AND GUIDELINES FOR VIRTUAL SESSION MODERATORS

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The following procedures and general guidelines are intended to assist ITEEA Conference moderators in fostering professional, insightful, and productive sessions in a virtual setting:

- **All Moderators will receive training to become familiar with the Cvent platform.**
- **Moderators should sign into meeting 15 minutes early** to facilitate introductions as well as make sure session logistics are in order such as sound and image quality. For the Q&A portion, please ask the presenter(s) to always speak loud enough and to speak into the microphone.
- **Moderators should ensure that each prerecorded session is playing correct at the proper start time** or alert pre-established contact if any issues occur.
- Moderators should remind attendees at the start of the session to **make sure their microphones are on mute until the Q&A portion.**
- **Monitor Q&A submissions to remove inappropriate/profane comments.**
- **At the conclusion of the prerecorded session, introduce the presenter(s) and ask them the questions they have agreed to answer.**
- Moderators will need to **keep track of the time** and ensure that the session ends promptly at the correct time.
- At the conclusion of the session, moderators should **thank the speaker(s), sponsors (if applicable), and attendees,** and remind attendees to fill out evaluation surveys through the event app.

Additional Information for PANEL Session Moderators

- After the introductions, **each panelist should be allotted roughly 20 minutes for their presentation.** (Slide presentations are not required; panelists who choose to utilize slides must do so within the time allotted.) After all panelists have had an opportunity to speak, the moderator can begin to ask his or her questions.
- Each session must include a **Q&A opportunity with attendees.** If the session begins to lag, the moderator should feel free to interject a new question or try to enliven the discussion.
- Moderators will need to **keep track of the time** and ensure that the session ends promptly at the correct time.
- At the conclusion of the session, moderators should **thank the speakers, sponsors (if applicable), and attendees,** and remind attendees to fill out evaluation surveys through the event app.

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