

ATA 2016 Moderator Guidelines

Thank you for your willingness to moderate a session at ATA 2016 Annual Conference and Trade Show. ATA appreciates your time and commitment to helping this conference run smoothly. This document contains all of the information you should need to successfully moderate any session at the Annual Conference.

Register Now for the Conference and Make Your Hotel Reservation

Moderators/presenters are responsible for registering for the conference and making their own hotel reservations. Please visit www.ata2016.com to register and make your hotel reservation for ATA 2016! *Please note moderators/presenters do not receive a reduced rate for registration.*

Preparing for Your Session at ATA 2016

- In April you will receive an email confirming the session details and list of speakers within your session. This list will include phone numbers and email addresses and the scheduled time for each presentation. It is recommended that you touch base with the assigned presenter(s) 2 weeks prior to the conference to confirm their attendance, coordinate content, discuss the format for the session and accommodate any particular needs and/or answer any questions.
- If for any reason a presenter cannot attend, please contact Jordana Bernard immediately ata2016@americantelemed.org so the presenter can be removed from the program.
- Remind presenters to upload their presentation in advance (if they haven't already) and ask them to arrive at the session 10-15 minutes early.
- **Familiarize yourself with your presenter(s).** You'll be introducing each presenter at the session. You will receive the bios of each presenter in April.

- **Time Management of the session is critical.** All educational sessions have a duration of 60 minutes. Presentation times vary depending upon the number of speakers in your session as follows:

- 2 speakers – 20 minutes presentation time plus 10 minutes Q&A
- 3 speakers – 15 minutes presentation time plus 5 minutes &A

It is up to the discretion of the Moderator to decide to whether to continue with Q&A after a speaker completes his/her presentation or hold questions for the last part of the session.

- **Answer presenter questions:** If presenters have questions, you can direct them to the following resources on the ATA 2016 conference website:
 - Presenter Guidelines
 - Presenter Frequently Asked Questions
- **Familiarize yourself with the Conference Mobile App.** ATA 2016 will have a new mobile app platform that can be utilized for moderated Q&A with the audience during the session. These interactive features allow you to have a two-way discussion with the audience. Access the mobile app PowerPoint presentation on the Presenter Resources website and learn about these features.

General Information for On-Site at ATA 2016

- **Please arrive at the assigned meeting room 15 minutes prior to the start of the session** to check equipment, make sure each presentation is loaded, greet presenters and resolve any last-minute issues.
- Brief each presenter again on how the session will be conducted, review time management including when and how time warnings will be communicated. Remind presenters to avoid any promotional or commercial
- Check to make sure all the equipment is working properly. If any equipment is not working properly, report it to a room monitor or the AV technician in the room. Each room will contain: podium, head table, wireless slide advancer, audiovisual equipment for presentations and recordings, and floor microphones for audience participation. The podium will hold the meeting laptop. Each head table will have 6 chairs and 2 table microphones to accommodate panel participants and the moderator.
- Remind presenters that they must speak into the microphone (this is both for the benefit of the audience and for ensuring high quality session recordings.)
- **Start on time.** This is extremely important to ensure each presenter has her/his allotted time as well as having time for questions and answers.

- At the start of each session, request that the audience silence their cell phones.
- Introduce all presenters in the order listed in the program. Be sure to mention each presenter's name, affiliation and presentation title.
- Presenters should present in the order listed in the program. If a presenter is a no-show, readjust the order accordingly.
- Keep presenters on time.
- End the session on time. Close the session by thanking presenters for presenting.
- Encourage attendees to evaluate the session in the Mobile App so ATA can improve the quality of the meeting.

After the Session

- Thank presenters.
- Following the session, please send a brief email to presenters thanking them again for their presentation.
- Share your feedback on the format, planning or individual presentations by completing the moderator survey form that we will be sending via email after the conference.

What to do if...

- **If a presenter arrives at the meeting at the last minute - without having loaded his/her presentation into the network** - please direct them to the A/V technician in your room to assist.
- **A presenter does not show up for the panel:** Please begin and end the session on time. You may decide to reorder the presentations and move on to the next speaker to keep the session on track.
- **No one is asking questions to some or all of the presenters:** If possible, jot down a few questions that you can ask each presenter if questions are not posed by the audience.

Additional Information:

- **Wi-Fi** is available in session rooms, but be mindful that the Wi-Fi bandwidth is subject to usage. If a presentation requires Internet access, we strongly encourage presenters to order hardwired Internet access. Contact Courtney Mesmer at cmesmer@americantelemed.org or 202.223.3333.
- **Content Recordings** all concurrent sessions are audio-recorded and fully synchronized to the PowerPoint slides. To ensure high quality capture of the audio during your session, it is very important that presenters and audience participants speak into a microphone. Microphones will be located at the podium and head table for moderator and panelists as well as on the floor to capture questions or comments from the audience.

Moderator Resources:

Please review these important resources accessible from the Presenter Resources website:

- Best Practices For Moderating A Successful Session at ATA 2016
- Guidelines Regarding Commercial Support and Disclosure
- Promotional Toolkit – *this resource will help you get the word out about your session and ATA 2016!*

ATA Mobile App

The ATA 2016 mobile app partner is SpotMe. This exciting new app offers users access to the full educational program, up-to-date information and new features for moderators, presenters and attendees to interact and engage with each other during the conference. More information will be available soon!

Special Requirements

If you have special needs (i.e. ramp access to the riser or a modified lectern height), please contact ATA staff as soon as possible at ata2016@americantelemed.org

For any other questions or special requests, please contact ata2016@americantelemed.org or call 202.223.3333