



UNIVERSITY RISK MANAGEMENT & INSURANCE ASSOCIATION

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**Page 1 Virtual-Only Moderator**

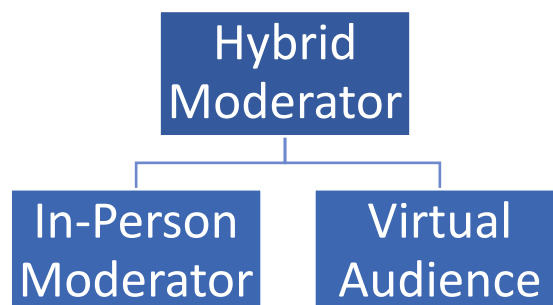
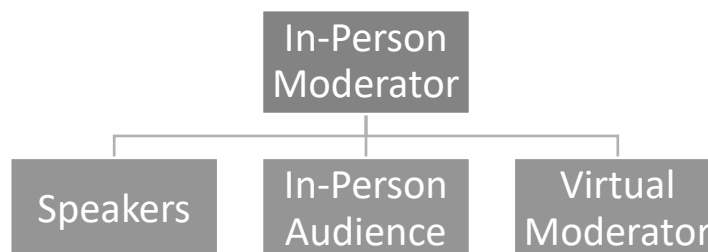
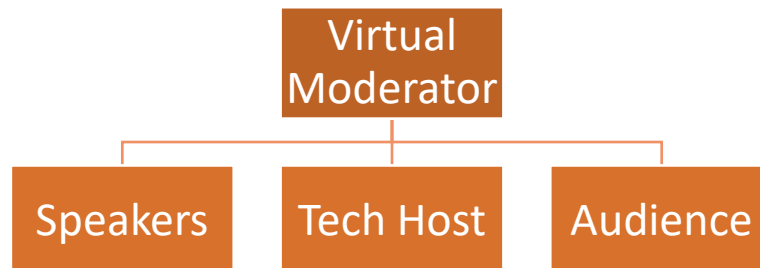
*Virtual presenters to a virtual audience (a webinar)*

**Page 2 In-Person Moderator**

*In-person presenters to an in-person audience (a breakout session)*

**Page 3 Hybrid Moderator - virtual components of an in-person session**

*In-person presenters to both a virtual and in-person audience (hybrid)*





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## **2021 URMIA Annual Conference Virtual-Only Moderator Checklist**

- Before the Conference
  - Set a time to meet your speakers.
  - After 9/15 deadline, review the PowerPoint file and any handout material. (Does the presentation meet the learning objectives? Ensure the presentation is not sales oriented and check for punctuation, typos, and aesthetics.)
  - Confirm the session date and time and double-check the online schedule.
  - Review current biographies & speaker photos.
  - Discuss how to handle the question and answer period. (You may need to allow for 5 or 10 minutes of questions at the end.)
  - Are the speakers using any special engagement tools? Polling, videos, breakout rooms, etc.? If so, they must be tested in advance. Contact [michelle@urmia.org](mailto:michelle@urmia.org) with any questions about these options.
  - Attend a tech check session to test your equipment and learn more about the platform.
  - Confirm you have the Chrome browser on the machine you will be using and that you have an Ethernet connection.
- At Your Session
  - A Tech Host staff member will be in the room for any questions.
  - If using Zoom: Encourage attendees to turn on their cameras before start and in chat. Ask them to rename themselves with first and last name and organization.
  - If using ON24: Encourage attendees to submit questions in the Q&A and to chat with each other in the attendee chat (model the way).
  - Introductions: Practice and time yourself: Allow yourself 60-90 seconds (less is more!).
  - Follow dialogue provided on Moderator Script [see file depending on your platform].
  - Timeliness: Start on time, no matter what.
  - Question and Answer Period: Let the audience know how the question and answer period will work.
  - Schedule: Keep on schedule using signals or in chat.
  - Speaker Feedback: If speakers were inappropriate in the session, used sales language, or you have comments to share with URMIA, please email [michelle@urmia.org](mailto:michelle@urmia.org) directly after your session or as soon as you can.
- After the Conference
  - Thank You cards for the speakers will be mailed from the National Office.
  - Please send an additional thank you message to speakers via email.



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## 2021 URMIA Annual Conference **In-Person** Moderator Checklist

### • Before the Conference

- Set a time to meet your speakers.
- After 9/15 deadline, review the PowerPoint file and any handout material. (Does the presentation meet the learning objectives? Ensure the presentation is not sales oriented and check for punctuation, typos, and aesthetics.)
- Confirm the session date and time and double-check the online schedule.
- Review current biographies & speaker photos.
- Discuss how to handle the question and answer period. (You may need to allow for 5 or 10 minutes of questions at the end instead of interrupting the flow of the presentation.) If a hybrid session, let the presenters know that the hybrid moderator will read virtual audience questions from the back of the room when called upon.
- Are there any special equipment needs? Videos must be tested in advance. Contact [michelle@urmia.org](mailto:michelle@urmia.org) with any additional AV needs.
- If the session will be broadcast virtually, reach out to your virtual moderator to collaborate with the virtual moderator and presenters.

### • At the Conference

- Visit your breakout session room early.
  - o Physical Layout: Make note of the seating, lighting, how to turn down lights, etc.
  - o Check to make sure all required AV equipment is present and working.
  - o If there is a problem, please use these resources:
    - For AV, room set, etc. contact Michelle Smith via text at 812.345.2434.
    - For room temperature, pick up the phone in the room and dial the number on the placard.
- Speaker Ready Room: Use this room to meet with your speakers; speakers can spend time here throughout the conference to prepare.

### • At Your Session

- Check for timecards and speaker Thank You cards. Every room will have these at the podium (or side table).
  - Timecards: Please return the timecards to the podium after the session.
  - Thank You cards: You may want to hand these out prior to the start of the session.
- Staff will be roaming room to room, and AV support will be available for any questions.
- Seating: Encourage attendees to move to the front; help people find empty seats.
- Introductions: practice and time yourself: Allow yourself 60-90 seconds (less is more!).
- Follow directions provided on the Moderator Script at the podium.
  - o **Ask media rep to identify self.**
  - o Mention any housekeeping items noted.
  - o If the session is being broadcast virtually, announce that to audience.
- Timeliness: Start on time, no matter what.
- Question and Answer Period: Let the audience know how the question and answer period will work.
- Schedule: Keep the speakers on schedule. Use the timecards in the moderator folder on the podium to signal to the speakers the time remaining.
- Speaker Feedback: If speakers were inappropriate in the session, used sales language, or you have comments to share with URMIA, please email [michelle@urmia.org](mailto:michelle@urmia.org) directly after your session or as soon as you can.

### • After the Conference

- Please send an additional thank you message to speakers via email.



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**2021 URMIA Annual Conference Hybrid Moderator Checklist  
(Virtual Components for an In-Person Session)**

- Before the Conference
  - Meet your in-person moderator and speakers by referencing the online listing for the session you were assigned. Your in-person moderator is the coordinator for your session and should schedule a time for all of you meet virtually before the conference and to meet onsite.
  - Understand how they want to handle the question and answer period, as the speakers may need to allow for 5 or 10 minutes of questions at the end instead of interrupting the flow of the presentation. Make sure your virtual audience will have a chance to have their questions answered.
  - Understand how to use any special engagement tools. Examples are polling, videos, breakout rooms, etc.
  - Confirm the session date and time and double-check the online schedule.
  - Prepare your equipment – Use a laptop with the Chrome browser - as opposed to an iPad or other tablet.
  
- At Your Session
  - Staff will be roaming room to room and AV will be available for any questions.
  - A tech host will be in the virtual space with you as well. You will be able to chat with them. They will connect you with the virtual audience at the appropriate time.
  - Follow directions provided in the Moderator Script [see file for On24].
  - Timeliness: Start 15 minutes early with the virtual audience so that the in-person session can start on time, no matter what.
  - Question and Answer Period: Let audience know how the question and answer period will work based on what the presenters have introduced at the beginning of their session. Let the virtual audience know you will read their question aloud to the presenters when called upon by the in-person moderator.
  - Speaker Feedback: If speakers were inappropriate in the session, used sales language, or you have comments to share with URMIA, please email [michelle@urmia.org](mailto:michelle@urmia.org) directly after your session or as soon as you can.
  
- After the Conference
  - Thank You cards will be mailed from the National Office.
  - Please send an additional thank you message to speakers via email.