



MODERATOR CHECKLIST

PRIOR TO ANNUAL MEETING

- Confirm room location, date, time etc with panelists
- Coordinate with speakers on order, timing, and slide formats
- Encourage use of AUTM Template; at minimum title slide
- Encourage use of visually clear slides and limit dense text
- Ensure all speakers are registered and aware of logistics.
- Submit slides, bios, PowerPoints by deadline

PRE-SESSION SETUP

- Arrive early; make sure to have had contact with speakers asking for their early arrival
- Test microphones, clickers, and slides; bring backup on USB
- Confirm audience Q&A; setup (mics, runners, etc.)
- Reconfirm speaker timing and pronunciation of names

DURING SESSION

- Welcome attendees and introduce yourself and speakers
- Briefly state the session topic and objectives
- Keep introductions under 30 seconds per speaker
- Start and end on time; provide gentle time cues
- Encourage engagement and manage Q&A; flow
- Repeat audience questions if not mic'd for all to hear

AFTER SESSION

- Thank speakers and audience; remind about session specific evaluations found in the app
- Return microphones and clickers to podium
- Share audience feedback with organizers

