

**AUTM** **2026**  
**ANNUAL**  
**MEETING**

Seattle, WA • February 8–11

**AUTM ANNUAL MEETING**

February 8–11, 2026

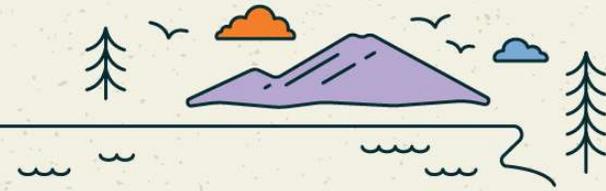
# Moderator Orientation

- Welcome and Introductions
- Program Overview
- Helpful Hints
- Resources



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# Helpful Hints

# Presentation Preparation

- Develop strategy for session – identify speakers
- Coordinate the flow of the session materials
- Review panelists materials for consistency
- If multiple PowerPoints are being used, combine into one deck for seamless transition during session
- Encourage use of AUTM Template



# Presentation Prep Cont.



## Assemble a List of Questions Ahead of Time

- Have at least 5-10 questions – just in case the session runs short
- Coordinate with your panelists before the session

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# Audio Issues



Ensure speakers perform sound check

Moving microphones during session can create distractions

If audience appears to be having trouble, intervene

- Ask speaker to move closer to mic
- Note: there is information relating to perfecting audio on the speaker resource page.
- AUTM Staff or Staff Representative will be around to each room prior to the start of the presentation.

# Losing the Audience

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- If a speaker is “losing the audience”
  - Break the flow!
    - Invite other panelists to provide input
    - Provide personal commentary





# Speakers Dominating the Session



- Proactively manage speakers
- Pull other panelists into the discussion.

## Overuse of Insider Information

- If a speaker overly uses insider language (acronyms, initialisms, short form, industry terms of art), please proactively chime in
  - Provide explanation or,
  - Ask the speaker to do so.

Enhancing scalable microservices architecture by leveraging NLP in predictive analytics, facilitating M&A due diligence and supporting optimized ERP solutions



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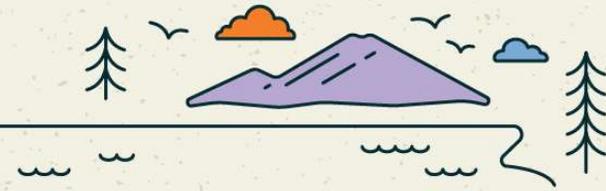
## **Assure Appropriate Q & A time is Provided**

Q & A time is an important part of the session

Cut panel short if needed

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# Resources

[Speaker Toolkit](#)

[Moderator Checklist](#)

# See you in Seattle!

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Thank you for your support!

