



NEWEA 2022 Annual Conference
January 23-26, Boston, MA
MODERATOR RESPONSIBILITIES

I. AHEAD OF THE CONFERENCE

- A. Email or call your speakers to confirm their participation, ask if they have any special AV requirements.
- B. Remind speakers that vaccinations are required and will be verified prior. Face masks will also be required. Speakers may remove their masks if they wish while presenting.
- C. Speakers and moderators are responsible for registering for the conference. Speakers will be given a \$40 discount. They may register [online](#), or download the registration form which can be found in the Preliminary Program on the NEWEA website. Please refer any questions about registration to the Program Chair and/or NEWEA Office.
- D. Notify the Program Chair and NEWEA office immediately of any changes to your session so that the Preliminary and Final Program can be updated.
- E. Notify the Program Chair and NEWEA Office by January 7, 2022 of any special AV/room setup requirements.
- F. As part of the speakers tasks, presentations are required to be uploaded into the speaker's portal via Pheedloop as well as sending us a pre-recorded version to use if need be. As a backup, please arrange with your speakers how they will provide the presentations to you (send/email ahead of time, provide at the Speaker Breakfast or ahead of the session).

II. AT THE CONFERENCE – PRIOR TO THE SESSION

- A. Pick up your Moderator Packet at the Registration Desk. The envelope should include a list of announcements, iPod for scanning, presentation remote flash drive containing Session Intro slide and for collecting presentations, microphone covers, sanitizing wipes, Moderator Checklist.
- B. Badges will be scanned into and out of the session for TCH credits.
- C. Meet session participants at Speakers' Breakfast (check the program for location) to finalize organization of session.
- D. Encourage your speakers to submit papers on their presentations to the NEWEA Journal.
- E. NEWEA will be providing laptops and LCD projectors for each session.
- F. **Arrive early to the session room to orient yourself with the laptop, projector, microphone and to greet the speakers. Make sure to note the location of light switches.**

- G. Check the audio/visual, room set-up and lights and immediately report any problems to a Program Committee member or NEWEA Staff at the Registration Area.
- H. Start the laptop to play the PowerPoint presentation of NEWEA introduction slides. Please allow this presentation to loop until you are ready to introduce the first speaker. Please allow this presentation to loop during the breaks, as applicable.
- I. Assign other specific duties, as needed, to your Co-Moderator. Duties should include:
 - Check for valid nametags to verify conference registrations
 - Scan everyone into the session.
 - Scan name badges for those needing TCHs at the end of the session and during the break for anyone not returning.

III. DURING EACH SESSION

- A. Make relevant announcements (provided in Moderator Packet).
- B. It is the Moderator's job to keep time for each speaker. Do not allow speakers to exceed their allotted time as it causes scheduling issues for the rest of the session.**
- C. Make notes on how the session proceeds. Please provide your notes to the Speaker Registration Booth as it is important for future conference planning.
- D. When scanning badges: ½ credit can be given if they attend either the first two or the second two presentations in their entirety. We will not provide ¼ credit if they only attend one presentation. Scan attendees' badges using the iPod provided to check-out an attendee from the session. Only scan attendees during the break who will not be returning for the 2nd half.

IV. FOLLOWING EACH SESSION

- A. Return your Moderator envelope with all materials to the Speaker Registration Booth, including iPod for scanning and presentation remote flash drive containing Session Intro slide and for collecting presentations.**