



NEWEA 2025 Annual Conference
January 26-29, 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. Speakers and moderators are responsible for registering for the conference. Moderators can register at the speaker rate. They may register online, or registration forms can be found with the Preliminary Program at the NEWEA website. Please refer any questions about registration to the Program Chair and/or NEWEA Office.
- C. Notify the Program Chair and NEWEA office immediately of any changes to your session so that the Preliminary and Final Program can be updated.
- D. Notify the [Program Chair](#) and [NEWEA Office](#) by January 10, 2024 of any special AV/room setup requirements.
- E. As part of the speakers tasks, presentations are required to be uploaded into our [Sync](#) folder. 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 Ready Room 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 for TCHs.
- C. Meet session participants at Speakers' Ready Room (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. Laptops will be provided as they were for the 2024 Conference. You do not need to provide your own.**
- 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. Connect the laptop to the AV setup (if not already done so) and start 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, presentation remote flash drive containing Session Intro slide and for collecting presentations, microphone covers, sanitizing wipes, Moderator Checklist.**