NEWEA 2019 SPRING CONFENERENCE
WENTWORTH BY THE SEA,
NEW CASTLE, NH -- JUNE 2-5
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, and provide them with the Speaker Presentation Guidelines and the link to the on- line Bio Form. You should have been copied on the original correspondence from the NEWEA office announcing acceptance of their abstract. Please contact the Program Chair or NEWEA Office with any questions.

B. Speakers and moderators are responsible for registering for the conference. Speakers will be given a $30 discount. 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 May 25, 2019 of any special AV/room setup requirements.

E. 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).

F. Plan to bring a laptop computer for use during your session. LCD projectors will be provided.

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, laser pointer, flash drive containing Session Intro slide and for collecting presentations to post on the NEWEA website, NEWEA contact hour stamp, Moderator Checklist, Speaker bio-data forms, and a few TCH forms.

B. Meet session participants at Speakers' Breakfast (check the program for location) to finalize organization of session.

C. Collect any bio-data information not previously received for speaker introductions.

D. Inform speakers that NEWEA would like a copy of the presentation for posting on the NEWEA website (posted as a secure pdf). Copy presentation onto the enclosed thumb drive.

E. Encourage your speakers to submit papers on their presentations to the NEWEA Journal.

F. Bring a laptop computer for use during your session. LCD projectors will be provided for each session.

G. **Arrive early to setup your laptop and projector. Be aware of what connections will be required to connect a projector to your laptop ahead of time.**

H. 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.

I. Connect your laptop to the AV setup 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.

J. Assign other specific duties, as needed, to your Co-Moderator. Duties should include:
   - Check for valid nametags to verify conference registrations
   - Take attendance (counts) before and after break
   - Sign and stamp training contract hour forms at the end of the session

III. <u>**DURING EACH SESSION**</u>

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. If a paper has been written, keep a copy of each paper for use in the NEWEA journal use. Return any collected papers to the Speaker Registration Booth. If a paper has been written, but is not available at the conference, arrange to obtain a copy in order to provide material for preparation of the NEWEA Journal.

D. Take attendance for the session and make notes on how the session proceeds. Please provide your notes to the Speaker Registration Booth as it is important for future conference planning.

E. When signing/stamping TCH forms: ½ credit can be given if they attend either the first two or the second two presentations in their entirety, and the Moderator notes ½ on the TCH form. We will not provide ¼ credit if they only attend one presentation.

F. Fill out the Moderator Checklist.

IV. <u>**FOLLOWING EACH SESSION**</u>

A. <u>**Copy presentation onto flash drive.**</u> **Return your Moderator envelope with all materials to the Speaker Registration Booth, including collected papers, flash drive, NEWEA stamp, laser pointer, attendance counts, Moderator Checklist and session notes.**

V. ATTENDANCE AND SESSION NOTES

A.   Session No.: _____

B.   Day/Time: _____

C.   Moderator: _____

D. Attendance: FILL IN ALL BOXES

Presentation 1: _____

Presentation 2: _____
---Session Break
Presentation 3: _____

Presentation 4: _____

TOTAL SESSION ATTENDANCE _____ (Sum attendance from each presentation)

E.   Would any of these Presentations be a good candidate for an Article in the NEWEA
     Journal? Please list any possibilities:

_____

_____

F.   Notes: