

**NEWEA 2017 Spring Conference
June 4-7, N. Falmouth, MA
MODERATOR RESPONSIBILITIES**

I. AHEAD OF THE CONFERENCE

1. 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.
2. Speakers and moderators are responsible for registering for the conference. The pre-registration member rate will be given. 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.
3. Notify the Program Chair and NEWEA office immediately of any changes to your session so that the Preliminary and Final Program can be updated.
4. Notify the Program Chair and NEWEA Office by **May 19, 2017** of any special AV/room setup requirements.
5. 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).
6. **You are responsible to bring the laptop computer for use during your session.** LCD projectors will be provided.

II. CHECKLIST AT THE CONFERENCE – PRIOR TO THE SESSION

1. **Bring a laptop computer for use during your session.** LCD projectors will be provided for each session.
2. First Go to the **Registration Desk** and pick up Moderator Pack and ask for AV person to come to the room with you to ensure your computer is connected appropriately to the LCD and adjusted to project appropriately.
3. 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, and a few training contract hour forms.
4. Meet session participants at Speakers' Breakfast (check the program for location) to finalize organization of session.
5. Collect any bio-data information not previously received for speaker introductions.
6. 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.
7. Encourage your speakers to submit papers on their presentations to the NEWEA Journal.
8. 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.
9. 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.
10. 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. DURING EACH SESSION

- A. Make relevant announcements (provided in Moderator Packet).
- B. 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.
- C. 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.
- D. 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.

IV. FOLLOWING EACH SESSION

- A. Collect the business cards (or prepare a list) of those attending the session that request a copy of a paper or presentation. Turn over the business cards or list to the appropriate speaker for their response to those requests.
- B. If you haven't done so already, inform speakers that NEWEA would like a copy of the presentation to post on the NEWEA website (posted as a pdf) as part of the conference proceedings. **Copy each presentation to the enclosed thumb drive.**
- C. Return your Moderator envelope with all materials to the Speaker Registration Booth, including collected papers, flash drive, NEWEA stamp, laser pointer, attendance counts and session notes.

V. ATTENDANCE AND SESSION NOTES

- A. Session No.: _____
- B. Day/Time: _____
- C. Moderator: _____
- D. Attendance total: _____ (OR)

Before Break: _____
After Break: _____ (OR)

Presentation 1: _____
Presentation 2: _____
Presentation 3: _____
Presentation 4: _____
- E. Notes: