

Cereals & Grains 23 - Session Moderator Guidelines

Moderator primary responsibilities:

Welcome the audience, keep the discussion moving, facilitate engagement between the audience and speakers, ensure the session runs on time, and that the speaker is able to present his/her work under the best possible conditions.

Success as a moderator:

Prepare! Be excited about the content, and actively participate in the session. Put yourself in your presenter's shoes. Technical Session moderators should use the provided Moderator Script to aid in the introduction of the session.

The following information is provided to assist moderators in chairing a quality session.

Audiovisual Needs -- An audiovisual tech will be available prior to and at the start of each session and will check rooms throughout the session to assist with any equipment and lighting issues.

MODERATOR PROCEDURES

- ***Be in the session room at least 20 minutes prior to the start of your session.*** Introduce yourself to the speakers, verify that they are all present and have loaded their presentations onto the computer provided.
- ***Using a timer will be key in keeping the session on time.*** We recommend using your phone's clock, however if you would prefer a digital timer, please see the Registration Desk.
- ***Start the session ON TIME*** - introduce yourself and the name of the session.
- ***DO NOT move up the program for a no-show speaker***--unless you have been asked to do so by the program chair or a member of the headquarters staff. This time may be used as a brief break or as an ad-hoc discussion. If the session is moving too quickly, use this time to call for a short break.
- Encourage attendees who are standing to take a seat and turn all cellphones to off or vibrate.
- ***Introduce each presenter*** - name, affiliation, and presentation title.
- ***Thank presenters*** and request questions from the floor when time allows. Please come prepared with questions that can be used to stimulate dialogue.
- ***Monitor the discussion periods.*** Attendees offering an extended comment should be directed to speak with the author personally after the session. Keep discussions lively and under control, within the time allotted.
- Alert headquarters staff of any emergencies.

INFORM YOUR PRESENTERS

- ***Speak clearly and slowly.*** Be certain that presenters can be heard by all attendees. This may require requesting a speaker to talk louder into the microphone.
- ***It is very important that sessions stay on schedule.*** Speakers should be alerted *3-5 minutes before their time is up.* Stop speakers when their time is up. Inform speakers how you will notify them of time.

Cereals & Grains Session Types

SPECIAL SESSION	TECHNICAL SESSION
Curated by the Meetings Task Force.	Submitted talks that are selected by the Meetings Task Force and assembled into like-topic groupings.
75 minutes total Speaker times vary based on the specific session agenda	75 minutes total Speakers have 15 minutes for their talk + 3 minutes Q&A
Speakers and Panelists are invited to present.	Speakers submitted abstracts for oral consideration.
Format varies from formal presentations to panel discussions.	Format is formal presentations.
Session format often encourages discussion and audience participation throughout the session.	Audience interaction takes place during Q&A time.
	Moderators are requested to use the script below.

Technical Session Moderator Script

MODERATOR: Hello everyone! Welcome to **[INSERT YOUR SESSION NAME]**. We are pleased to have you join us for Cereals & Grains 23, and this session.

In order to be considerate and respectful to everyone attending and presenting today, please be sure to silence your cell phones. Photographing of session slides without the speaker’s prior approval is not allowed.

Each presenter will have 15 minutes to give their talk, followed by 3 minutes of Q&A. We will be strictly adhering to this timing to ensure our session remains on schedule.

Later this afternoon, after today’s technical sessions have taken place, we invite you to continue the technical discussion by attending any of our technical committee meetings. During this networking time, you can connect with colleagues, discuss technical issues, learn about industry needs, and hear about what is happening in the technical committees. Today’s committees that will interest you include:

WEDNESDAY SCRIPT	THURSDAY SCRIPT
<ul style="list-style-type: none"> • Dietary Fiber and other Carbohydrates • Rice Milling & Quality • Physical Testing Methods • Protein and Enzyme Methods • Soft Wheat and Flour Products • Pasta Products Analysis • Asian Products • Bread Baking Methods 	<ul style="list-style-type: none"> • Chemical Leavening Agents • Yeast Evaluation • Experimental Milling • Methods for Grain and Flour Testing • Food Safety and Microbiology • Oat and Barley Products • Pulse & Legume • Molecular Biomarkers for Grain

All are welcome to join; please check the program schedule for room locations.

[Continue to introduce your session, speakers and presentations with words such as...]

And now I’m pleased to introduce.....

THANK YOU for your participation in this essential role!