RRNW SESSION MODERATOR GUIDELINES

The following guidelines describe the responsibilities of session moderators for all plenary sessions, including Invited Speakers. Session moderators fill a very important role – thank you for making time for this, we appreciate your good work!

Moderators assigned to a plenary session are responsible for corresponding with the session presenters prior to the symposium, and will introduce the session and speakers during the symposium. Moderators are asked to provide constructive feedback that strengthens individual presentations and the overall session. Moderators are encouraged to develop a brief introduction to the session and weave transitions between presentations. This is your session – have some fun!!

Prior to the Symposium

RRNW will send an email to each session moderator with a link to their session **Speaker's Corner**. Please confirm that all of your presenters have received this email.

This is where moderators will find presenter contact information; biographical information for speaker introductions; presentation abstracts; order of presentations; details of session data, time and title; and the actual (.ppt) presentations. It is the responsibility of session moderators to ensure presenters are uploading the information requested below on a timely basis, with adequate time for review and adjustment. This information will be published in the Digital Binder (RRNW has gone paperless) and is where plenary presentations (.ppt) will be accessed during the symposium!

During the course of December, moderators *must complete the following*:

- Review presentation abstracts within the session **Speaker's Corner**
- Contact presenters to introduce yourself as their session moderator and primary point of contact; encourage dialogue around session content
- Confirm that the lead author of each abstract is in fact the intended presenter
- Solicit any edits to presentation abstracts or presentation titles from the speakers
- Improve the session title as appropriate (sometimes we use placeholders during program development!)
- Note that *session* abstracts are not included in the final program – no need to develop or edit an abstract for the overall session apart from the individual presentation abstracts
- Encourage speakers to upload biographical information and presentation (.ppt) slides to the **Speaker's Corner** – put your presenters in motion and leave yourself time to tighten things up!
- Ensure presenters have registered for at least one day of the symposium (i.e., date of your session) – this is a REQUIREMENT of all speakers
- Encourage speakers to register for Janine Castro's public speaking course "Speaking of Science" and provide them with the discount code for speakers.

By January 13, moderators *must complete the following*:

- Review biographical information for each speaker – you are responsible for printing this information and preparing introductions for your speakers at the symposium
- Remind your presenters to visit https://www.rrnw.org/information-for-presenters/
- Prepare a brief introduction to your session – introduce yourself, comment on the organization of presentations, and add your own flare to mix
- Notify the RRNW Program Coordinator that your session is ready! symposium@rrnw.org

By January 28, moderators *must complete the following*:

- Solicit and review final presentation materials uploaded to the **Speaker's Corner**
    - Finalize presentation titles, abstracts and order of presentations
    - Ensure PowerPoint (.ppt) presentation slides are in 16:9 format for projection
    - Ensure slide content (e.g., text, photos, animations) does not overlap – this does not work out when presentations are converted to .pdf and posted to the RRNW website
    - Provide constructive feedback to presenters to strengthen presentations
    - In rare cases, moderators may need to review pre-recorded presentations

The Digital Binder will be compiled 2-3 weeks prior to the symposium. All information will be accessed through the **Speaker's Corner** – please have this ready.

Please contact symposium@rrnw.org with any questions or if you have trouble accessing your session **Speaker's Corner.**

At the Symposium

The **Speaker's Breakfast** will be hosted by the RRNW Program Coordinator each morning 45 minutes prior to the start of the symposium. Placards will be placed on tables in the common breakfast room to indicate your session number. Session moderators must attend the **Speakers Breakfast** to meet the presenters, review plenary room logistics and cover any last-minute details. If necessary, presenters have the option to bring a revised final presentation (.ppt) to upload the morning of their session.

Session moderators and presenters will find designated seats in the plenary room ahead of your session. RRNW board members and our Student Interns will manage the presentation queue and track time.

Your final job as session moderator is to introduce the session – con gusto! Provide a bit of context about your connection to the symposium and the broad field of restoration, and comment on how the talks are organized. Introduce each speaker with the biographical information, and feel free to insert brief transitions between talks. Make your presenters shine!

As the session closes, you will likely be given a short list of **Notes** to share with the audience.

If your session has a convener…

Sessions that were submitted as a group of prospective presentations prior to abstract submission have a convener, who solicited and coordinated the talks. If this is the case for your session, your moderator duties are likely less, but you and the Convener should negotiate duties. The Convener may want to introduce all the speakers, run practice sessions, and work with the speakers to develop the session

further. Or maybe not.

Regardless of how you and the convener divide duties, your responsibilities include the following:

- Ensure that speakers are registered for the Symposium
- Convey changes of presentation order, titles, authors to symposium@rrnw.org
- Meet with the speakers at the **Speaker's Breakfast** to review plenary room logistics.
- Introduce the session and the Convener if they are speaking.
- Close the session and read the short list of **Notes**.