Moderator Duties:

In advance:

- After being connected initially with presentes, follow up/reply to the UPCEA-email to gain bio(s) and to learn more about the session to prepare you for on-site duties (below).
- Remind presenter(s) to upload slides/materials in advance for uploading to the app, the presentation room, and to CORe.
- Ask for a link to the slides to familiarize yourself with presenters' ideas.

On-site:

- Show up at the presentation room a little early. If presenters uploaded slides in advance, the slide deck will be pre-loaded to the laptop, and AV techs will be on hand if you have any issues.
- Open the session by introducing the aim of the format and then introduce each speaker briefly so that everyone has a chance to present his/her ideas (if desired--some presenters build this into the presentation).
- Monitor time and moderate questions as desired/needed. Enjoy the presentation, and perhaps pose a question of your own!
- At the end of the session, please ask attendees to use the app (Guidebook; available on our site for downloading about a week before the event) for sharing feedback and for connecting with presenters as desired.