

UPCEA Conference Moderator Role | **MODERATOR FORM (if you haven't signed up yet)**

Between now and the conference:

- UPCEA staff will connect moderators and presenters.
- Follow up/reply to gain bio(s) from the presenter(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:

- Arrive at the presentation room 10-15 minutes before the start of the session. If presenters shared slides with UPCEA in advance, the slide deck will be pre-loaded to the in-room laptop (AV techs will be on hand if you have any issues).
- Help open the session by introducing the aim of the format and then introduce each speaker briefly so that everyone has a chance to present their 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!
- Ask attendees to use the app ([Guidebook](#); available on our site for downloading about a week before the event) to share feedback and connect with presenters and attendees via the Session Discussion Feature within the Schedule before and after the session.
- Please encourage attendees to meet peers by attending Networking Breaks in Exhibit Hall, or by attending one of the Networking Sessions, casual opportunities to connect:
 - o At Annual Conference:
 - Network (Area of Practice) Lunch, all attendees are welcome, pick an area of practice and join peers for lunch.
 - Regional Breakfast, connect with colleagues from your region. Yes, it's early, and yes, it's worth it.
 - o At Convergence:
 - General Sessions
 - Ask Me Anything Lounges
 - o At MEMS:
 - MEMS Mingle
 - Awards Lunch
 - Meet the MESS Network
 - o At SOLAR:
 - General Sessions
 - Lunch & Awards Showcase