

TDWG 2022 Instructions for Moderators

Last updated 11 September 2022

Overview

Thank you for agreeing to be a moderator for a session at TDWG 2022, our first hybrid conference. Below are some basic pointers and instructions for being a moderator or co-moderator. You will also get more specific Zoom-related instructions from our local hosts at Pensoft Publishers. Please go over these before your session and have them handy during your session. See also the [Instructions for Speakers](#).

The folks at Pensoft Publishers will be providing technical support for the conference and available for training (pre-conference). Together with a video team (VIBE) they will ensure the broadcasting and recording of in-person and remote presentations during the conference.

Session roles and tasks

Discuss this with your co-organizers beforehand to decide on a division of labor. This is just a guide.

- Depending on the length of your session and if you are speaking, please decide who will be a moderator, who will be working with questions for speakers, and whether a separate timekeeper is desired.
- Keep in mind that the role of moderator may require recognizing and dealing with the inappropriate behavior often stemming from unequal professional status between a speaker and an audience member, which may require intervention.
- Arrive at least 20 minutes before the start of your session to do sound checks with speakers.
- Have your session agenda readily available. Learn how to pronounce the names of speakers for when you introduce them and find out if there are preferred pronouns to use (or allow speakers to introduce themselves).
- Communicate with speakers about how you will signal when time is drawing close and when time is up (e.g., playing a sound at 7 minutes, 9 min, and at 10 minutes, interrupt the speaker, remind the speaker about leaving time for questions). Please stay on time.
- At the end of the session, please thank speakers and the attendees. Mention that if anyone came in late or missed part of the session that links to on-demand viewing of the session will be made available to registrants as well as opportunities for interactions about the session and with presenters on the TDWG 2022 Slack workspace.
- Questions can be posed during the session at a microphone (in person), on Zoom, or after the session on the TDWG2022 Slack workspace.

If you are moderating from online and/or working with online participants, please

- Make sure that you have upgraded to the [latest version of Zoom](#) and that you are comfortable navigating in it. You can find the version installed [here](#).
- Use a headset for audio to prevent background noise and for best audio quality.
- Be mindful the camera angle and lighting
- Please log into your session 20 minutes before the start to do last minute slide and sound checks with your speakers.

Moderator script

(please enter your specific information where the red **XX**'s are; consider providing slides summarizing this information, which can run before the session starts)

- Hello and welcome to the TDWG 2022 hybrid conference.
- This is Session **XX** entitled **XX** and I am your moderator **XX**. My co-moderator is **XX** and we are grateful for the tech support from Pensoft Publishers and Vibe Systems Teams.
- This session will be recorded for later viewing.
- Please speak slowly and clearly for the benefit of all attendees.
- Thank you all for joining us and thank you to all the speakers in this session. Each presenter will present for 10 minutes. There will be 3 minutes of questions at the end of each presentation and 2 minutes to transition between presenters.
- If you are attending virtually (online), please ask questions of the speakers using the chat feature in Zoom and these will be asked of the presenters by the co-moderator.
- If you are attending the session in person, please use the microphone to ask questions so that they may be heard by the on-line audience. Failure to use a microphone will require that the moderator repeat your question, wasting valuable time and perhaps misinterpreting your meaning.
- The chat function has been made available for technical questions or for conversing with other attendees about the topics being presented. Please use this judiciously as any inappropriate use of the chat may result in you being removed from the session or the chat function being disabled.
- If you would like to continue the conversation online, the TDWG2022 Slack workspace has a channel for this session. The link to join was provided in an email via MailChimp.
- By participating in this conference, you agreed to abide by the TDWG Code of Conduct <https://www.tdwg.org/about/code-of-conduct/>.
- Please bear with any technical difficulties we may have and enjoy the session.

Additional Considerations

- Be alert and have considered what you will do to defuse a situation, deflect attention from someone acting inappropriately, or support the speaker or a questioner from someone in the audience who does not act respectfully during the session. See also [Code of Conduct](#) and recent [article in Nature](#).