



**International DB2 Users Group IDUG DB2 Tech Conference 2020
June 7 – June 11, 2020 Dallas, Texas**

Technical Session Moderator Guidelines

A moderator is assigned to each presentation. As a moderator, it is your responsibility to spend time with the speaker prior to the presentation to ensure your introductory comments are accurate and that the speaker is comfortable with all procedures and logistics.

Prior to the Actual Presentation

- Contact the speaker before the conference to review his or her biographical information (for proper introductory remarks) and presentation content information (so questions can be appropriately anticipated and moderated during the actual presentation). Also, verify if the speaker would like to answer questions during or after the presentation.
- Arrange a final, brief meeting with the speaker to occur at least 10 minutes prior to the start of the presentation.

At the Time of the Presentation

- Remind the speaker to schedule time at the end of the presentation for a question and answer period and to repeat questions. If the speaker neglects to repeat a question, it is your responsibility to request the speaker to repeat it to ensure that all attendees are able to hear the question.
- Test the audio-visual equipment (microphone, overhead and/or LCD projector, lighting, etc.) with the speaker to ensure everything is in proper working order.
- Direct attendees to available seats and make sure they are using all available seats.
- In the event the session room fills to capacity, please locate an IDUG Headquarters staff person to relay this information. A "session closed" sign will be located behind the session sign for you to place outside the session room.
- Briefly introduce yourself, your company, and the session title and code.
- Please ask all attendees to turn off their cellular phones to avoid disruption throughout the presentation.
- Stress to attendees the importance of completing and returning the Session Evaluation Cards and reiterate the importance of indicating the correct session codes on the card. As the moderator, you are responsible for collecting and returning these cards to the IDUG Registration Desk.
- Briefly introduce the speaker, using the biography that is available online as a part of the session abstract. Thank the speaker for participating in the IDUG Conference.

As the Presentation Begins

- Please remain in attendance for the entire session.
- Please make sure the speaker can be heard from the back of the room. If not, signal to the speaker that he/she must talk louder or must fix their microphone.
- Signal the speaker with two hands when 10 minutes are remaining until the end of the presentation, with one hand when 5 minutes are remaining, and signal the speaker with both arms when the time is up.
- Signal the speaker when appropriate to address an attendee's question.
- If necessary, during the question and answer period, ensure that the speaker and attendees stay on the intended topic of discussion. Also, if the speaker neglects to repeat a question, it is your responsibility to request the speaker to repeat them to ensure that all attendees can hear the question.
- Assist with any logistical challenges (equipment failures, lighting or audio quality, uncomfortable room temperature, etc.).
- Discreetly advise and/or stop the speaker if he or she begins to "sell" products or services.

At the Conclusion of the Presentation

- Thank the speaker and the audience.
- Remind all attendees to take their personal belongings with them.
- Once again, Stress to attendees the importance of completing and returning the Session Evaluation Cards and reiterate the importance of indicating the correct session codes on the card. As the moderator, you are responsible for collecting and returning these cards to the IDUG Registration Desk.