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Medical Library Association Annual Meeting & Exhibition

Special Content Session Moderator Guidelines

Thank you for your valuable contribution as a session program moderator for MLA '18. The following general information and reminders will help you prepare for your session. Please contact Tina Vickery at tvickery@heixpo.com with any logistical questions; refer all other paper-related questions to the 2018 Contributed Content Working Group at 2018ccwg@gmail.com.

Special Content Sessions accepted for MLA '18 come in a variety of formats: single invited speakers, panels of speakers, unique discussion formats to spur conversations, moderated discussions, and hands-on activities. Special Content Sessions are important for providing depth and breadth to MLA '18. The longer length and ability to focus on a topic will provide options for all types of learners and opportunities for personal development. Your role as moderator is critical for encouraging participation and ensuring the session runs on time.

The following are moderator responsibilities and suggestions for ways to help your session run smoothly. As each Special Content Session has a different format, not all suggestions may apply to your session type.

MODERATOR RESPONSIBILITIES

1. Read this document carefully and adhere to the responsibilities.
2. All moderators are required to be registered and have paid for at least the day of the conference during which they are participating. For registration information visit <http://www.mlanet.org/mla18>.
3. In advance of the conference, plan how your session would best proceed. If running a panel, you might develop time limits for panelists so each is guaranteed a similar amount of time to speak. If you are hosting a single invited speaker, you might develop an introduction for the speaker, and decide if you will take questions from the audience at the end of the speaker's talk. If you are unsure of what type of planning you may need to undertake, contact the 2018 Contributed Content Working Group at 2018ccwg@gmail.com.
4. In advance of the conference, clearly communicate your vision of the ideal session with all individuals presenting or speaking in your session. Ensure they understand the session goals and constraints such as time limits.
5. Remind all speakers/presenters in your sessions of the need for presentations to remain free of commercialism. MLA '18 strives to help attendees learn about concepts, not specific companies. Mentioning a company or product is fine; an entire presentation about a new software that must be purchased is not appropriate.
6. You must begin and end the Special Content Session in accordance with the time listed in the program. All sessions are 85 minutes long. Remember that your session is just one of many being presented at MLA '18. Beginning and ending all sessions on time permits attendees to see the widest variety of programming.
7. Make sure that all verbal interaction during the session is captured by the microphone. Audience questions are to be repeated into the podium microphone by you, or the speaker, for the benefit of the attendees as well as the audio recordings. If your session includes a question and answer portion, moderators must be assertive and ensure that the discussions between presenters and audience members stays collegial and on-track.

8. If your session will include projection of PowerPoint slides, submission is done in the conference harvester and must be completed **by May 10**. MLA will be packaging meeting content (i.e. PowerPoint files, video/audio recordings, etc.) for post-show proceedings. Agreement to this re-use is obtained during the submission process. Planners for Special Content Sessions have already been invited to upload content into the Harvester. Note: the primary contact for the Special Content Session is responsible for gathering and combining presentation files from all authors/speakers/facilitators into a single file to be uploaded in the Conference Harvester. If you get any questions about uploading slides, please contact Mary Oberman at moberman@heexpo.com.

SUGGESTIONS FOR DURING THE SESSION

1. Please arrive in the room at least 10 minutes prior to the start of the session to meet the presenters. If any general announcements are to be read by you at the beginning and/or end of the session, you will find them on a sheet of colored paper at the podium.
2. At the beginning of the session, greet your audience, introduce yourself as moderator, and state the name of the session. You may also want to provide a brief overview of how the session will proceed (panelists then audience questions; speaker and hands-on activities; etc.) to orient attendees.
3. If your speakers have uploaded slides, the laptop on the presentation room podium will be opened to PowerPoint. The slide shown will include the time/date of the session and list the title of any PowerPoint shows associated with your Special Content Session. To begin the slideshow, click the title. The presentation will proceed as normal. When a presenter completes their talk, and hits the forward button or right arrow key after their final slide, the show will automatically revert to the slide showing the titles of all PowerPoint shows for your SCS. You can click the next title to start the next presentation.
4. If your session requires speakers to adhere to time limits, develop a system to notify the speakers of time remaining. Bring a tablet/phone with a timer, or watch with a second hand, so you can monitor the time. Consider creating signs to hold up indicating 5 minutes remaining, 3 minutes remaining, 1 minute remaining, and stop.
5. If your session includes a question and answer portion, you may want to have several of your own questions ready to begin the momentum. One of your most important functions is to make sure the questions address pertinent issues to all attendees. If you (or the speakers) hear an off-topic or very complex question, kindly ask those individuals to remain afterward to talk to the speaker(s) individually.
6. Closing Comments: Thank the speakers/panelists/etc and the audience for their participation. Remind the audience of the importance of completing the conference evaluation to help MLA monitor their satisfaction and make future improvements.
7. Conference staff and audio-visual staff will be monitoring rooms at the start of each session program time slot. You can ask any staff member if you need assistance and we will contact the appropriate person. A card with audio-visual contact information will be on the podium in case you require assistance during your session. The moderator should not leave the session to make a call and should ask another person to do so if necessary.
8. Please communicate with the Contributed Content Working Group (2018ccwg@gmail.com) afterwards to describe how the session went, if there were any problems, etc. This will be useful information to make improvements for future meetings.

Thank you again for your contribution. If you have any questions or concerns, feel free to contact:

Tina Vickery, Meeting Manager

tvickery@heexpo.com

630-929-7922 (pre-show); 630-533-1741 (onsite only)