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May 18–23 🌟 Atlanta, GA | www.mlanet.org | [#mlanet18](https://twitter.com/mlanet18)

Medical Library Association Annual Meeting & Exhibition

Paper and Lightning Talk 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@heexpo.com with any logistical questions; refer all other paper-related questions to the 2018 Contributed Content Working Group at 2018ccwg@gmail.com.

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>.

MODERATOR RESPONSIBILITIES

The speaker presentation(s) and the interactive question and answer portion of the session are both critical to the learning outcome of the attendees. Your role as a moderator is very important to ensure attendees know the speaker's names, keep the session running on time, and encourage as much participation as possible to satisfy the attendees' learning needs. The following are moderator responsibilities.

Prior to the Session

1. Read this document carefully to find out the expectations of your role. Examine the attached document including speaker order and time allowed for each speaker. The order in which speakers are listed is the order in which it is expected they will present. **If this needs to be changed, contact the Contributed Content Working Group at 2018ccwg@gmail.com, and Mary Oberman at moberman@heexpo.com as soon as possible.**
2. It is your responsibility in advance of the conference to clearly communicate with your speakers exactly how much time they have to present. Every paper session will be aligned in time at MLA '18, in order to permit attendees to travel between rooms and see their preferred papers. Session program time slots are 85 minutes long. Most sessions have 5 presentations. The breakdown is as follows:
 - There is 5 minutes at the start of each program session for intros/housekeeping.
 - Then each presentation gets 15 minutes. (This can be 15 minutes straight presentation, or presentation time + Q&A time, (ie: 12 minutes presentation, 3 Q&A.) The moderators should check with each presenter to see what they prefer.
 - There are 5 minutes at the end for additional Q&A.
3. Lightning Talk sessions will also be aligned in time. Each lightning talk is five minutes long and there are 5 minutes for questions at the end of the entire session. If your Lightning Talk session has less than 13 presentations, you will have additional time at the end of the presentations for Q&A.
4. Prior to the meeting, email the speakers in your session to introduce yourself, provide the exact times at which each paper/lightning talk will begin and end, discuss your role as moderator, and obtain their introductions. In your discussion with the speakers, you should remind them about their allotted speaking time and the need for presentations to remain free of commercialism. Remind them that your role as moderator will be to ensure the timing of each presentation, with enough time left for discussion. You should remind the speakers to be prepared to upload their presentations to the conference harvester by **May 10** so they can be pre-loaded onto one MLA-supplied laptop that will be in the meeting room. (The instructions for doing this were emailed to all speakers.) Ask each speaker to provide you with a brief introduction. The time it takes to read the

introduction is taken from the speaker's time, so it will behoove the speakers to have brief introductions. Usually, the speaker's name, title, institution, and one sentence about the speaker's education or prior work experience are sufficient for an introduction.

5. All session program meeting rooms will be set up with theater style seating, a head table for five, podium, screen, projector, laptop (with presentations pre-loaded) and microphones. If one of your speakers needs an audio patch (for a video, etc.) they can indicate that in the conference harvester or let Tina Vickery (tvickery@heexpo.com) know as soon as possible.
6. MLA will be packaging meeting content (i.e. PowerPoint files, video/audio recordings, etc.) for post-show proceedings. Speakers indicated agreement to this during the submission process. Submission of slides is done in the conference harvester and information was outlined to speakers in their confirmation letter. If you get any questions about uploading slides, please contact Mary Oberman at moberman@heexpo.com.
7. Certain session programs in each time slot may be video recorded.

On-Site and During the Session

1. Please arrive in the room at least 10 minutes prior to the start of the session to meet the speakers and go over how you will be keeping speakers on time during the session (see the end of this document for examples).
2. Please start and end the session on time and strictly adhere to speakers' times. If a speaker ends early, you may use the additional time for questions. Maintaining time requires you to monitor speaker presentations, making sure they do not run over the time allotted. Bring a watch with second hand, phone/tablet with a timer, or other device that permits you to track time in the appropriate intervals. You'll have to be prepared to interrupt politely if a time overrun occurs. Develop strategies prior to the session to determine how you would handle this. All moderator volunteers were asked for their techniques for notifying speakers on time limits or stopping speakers; these ideas appear at the end of this document.
3. At the beginning of the session, greet your audience, introduce yourself as moderator, and state the name of the session. **IMPORTANT: 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 recordings.
4. 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 each paper or lightning talk to be presented in this session. To begin the slideshow for a paper or lightning talk, 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. You can click the next title to start the next presentation.
5. Check to make sure all of your speakers are present prior to the start of the session. Although it happens rarely, a speaker may be detained or you are notified that a speaker will not be present for the session. If a designated speaker is missing, continue to adhere to the allotted speaker time for discussion, etc., but do not change the remaining speaker start times- this may mean you have a brief gap in time, which you can fill with additional audience questions to speakers who have already presented. It is important that the rest of the program maintains the schedule as attendees may be moving from another room to see a specific presentation based on the order that was listed in the program. Keep the audience informed if there are any speaker absences and explain why the program needs to proceed in the order that was publicized in the official program.
6. Introduce the speakers individually before they present by reading the prepared introduction.
7. Usually, there is no need for moderators to interrupt speakers during their presentations except if speakers' presentations extend beyond their allotted time. During the question and answer portion

of the session, the important role of the moderators is to be assertive and ensure that the discussions between presenters and audience members stays collegial and on-track.

8. For the Q&A 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.
9. Closing Comments: Thank the speakers 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.
10. 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.
11. 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)

Ideas for how to visually show time limits

- Bring pieces of paper that are green, yellow, and red, indicating 5 minutes remain, 1 minute remains, and time to stop. Explain this system to speakers prior to starting the session. Sit next to the speaking podium. You can discreetly slip the colored papers onto the podium without distracting the audience or speaker, and if the speaker ignores the final paper, you can stand and stop them.
- Some visual indicator of time - signs or hand signals and something with a sound to reinforce as time gets near the end.
- I would hold up Green, Yellow, and Red colored papers to let the speakers know when they have 1 minute (Green), 30 seconds (Yellow), and 0 minutes (Red) left to speak.
- iPad with visual countdown clock
- Using an iPad issue warnings (signal) at 2 minutes and another at 1 minute and rise for the final warning at 30 seconds
- I would use a signal to indicate 2 minutes, 1 minute, and then 30 seconds. This would most likely be a subtle LED flashing light.
- Stay within the presenter's field of vision and hold up fingers to indicate how many minutes remain (5,2,1)
- Sit where the speaker cannot help but see me (except those that never raise their eyes from their paper) and raise my hand at increasing higher levels as their ending times approached
- I think that auditory cues are best so maybe a sign at 1 minute left and then a chime at time would work best.
- Sit next to the presenter with a timer. At the 5 minute mark I let the presenter see the time and again notified at the 1 minute mark.

Ideas for how to politely end speakers who are going over their time

- Discussion with presenters prior to the session to explain that they must respect their colleagues and stay within the time limits so others can also have time to present

- I would remind speakers that there will be time cards held up 5 minutes before the end of their talk. One minute before they are scheduled to finish, I would politely interject "Could I ask you to wrap it up in the next minute?" At the end of the minute, I would thank them for their talk, and introduce the next speaker.
- With less than one minute remaining, I would stand in order to signal to the presenter(s) that it's time to finish what they're saying. With no time left, I would speak up with the following: (1) apologizing for interrupting if it's in the middle of a sentence, (2) letting the audience know how they can get more information from the speaker, and (3) either asking the next speaker to begin or asking for applause from the audience.
- Give a warning signal, stand and move to the front at the time, indicate that attendees can send questions to email later.
- For some of the longer winded speakers, body language, i.e., moving toward the podium, seems to work as well.