



**ABOUT YOUR ROLE AS an EBA MODERATOR**  
**Sign and return this form to EBA.**

The Moderator's role is critical in making the difference between a successful program and one that receives weak reviews. Even though the Moderator spends little time at the podium, he or she needs to actively manage the panel. This includes:

- Ensuring that all panel members understand how they fit in;
- Ensuring that materials are prepared and *submitted ontime*;
- Ensuring good time management of speakers; and
- Ensuring meaningful audience participation.

Additional Responsibilities of the Moderator are:

**Before the conference:**

**1. Prepare speakers for the session.**

- Share program outline with each speaker.
- Communicate with each speaker his/her role in the program; be specific about the portion of the topic each person is to cover and the amount of time allocated.
- Inform the speaker about the need for original outlines or papers as these materials are a valuable part of the program.
- All panels require handouts for CLE approval. Ensure the panelist meet the conference deadlines.

**2. Coordinate preparation of session.**

- Hold a planning session by conference call to coordinate your session. If you need a conference line, please contact Nancy Ferreira at [nferreira@eba-net.org](mailto:nferreira@eba-net.org) or 202-223-5625x101.
- Be sure each person knows what all other speakers have been assigned to present.
- Establish the order of presentations.
- Be sure each person's written outline or paper reflects his/her oral presentation and conference deadlines are met.

**3. Coordinate the submission of materials.**

- Write an overview of the session which will become the introduction to the course materials for the session.
- Review papers submitted online to be sure they reflect the speaking assignment; be sure page limitations (4-10 pages) are adhered to.
- Build in lead-time to review the papers prior to the EBA staff deadline for receipt of papers; attachments to the papers should be directly related and necessary to understanding the paper.
- Written material should be emailed to Nancy Ferreira at [NFerreira@eba-net.org](mailto:NFerreira@eba-net.org).
- Collect and coordinate PowerPoint presentations, so that they are in order of the speakers, and are on the conference slide template.
- **It is critical to meet EBA's deadlines – see below for details.**

**Speaker/Moderator Deadlines:**

- Reviewed Speaker Service Center (SSC) by February 15, 2019
- Speaker/Moderator Agreement Executed by March 15, 2019
- Final Session Title and Description by February 15, 2019
  - Short Description – up to 50 words (used for marketing)
  - Long Description – up to 100 words (posted on the website)
- Registration/Profile Submitted (Bio, photo, twitter handle) by: March 15, 2019
- Download PowerPoint Design Template by April 1, 2019
- Housing Booked by April 1, 2019 (*First Come, First Served*)
- Session Materials Due – April 12, 2019-- 3 Weeks in Advance – Plan ahead!
- Attend Conference May 6-7, 2019

**At the conference:**

While each program is unique, success usually depends on:

- Controlling the time used by each speaker;
- Ensuring that later speakers get equal time; and
- Providing time for a dialogue between the panel and members of the audience.

“Role play” panels are more inherently interactive, but present their own challenges – particularly, ensuring that audience members have time to ask questions.

Therefore, all Moderators should:

- Stress time management issues with members of their panel, and be prepared to intervene aggressively;
- Use “Five minute/three minute/one minute/Time’s up” warnings;
- Guarantee at least 15 minutes for questions.

In addition, Moderators may want to use techniques such as:

- Presenting questions to the panel before turning to the audience for questions;
- Asking the audience at the beginning what they came to find out; and
- Providing a verbal transition between speakers, rather than simply reciting resumes.

*Thank you for helping to present an outstanding session!*

I agree to follow the instruction listed above and do everything possible to meet the deadlines as outlined. I acknowledge the session may be recorded and distributed with the session handouts.

Name (print): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Session Title: \_\_\_\_\_

**Return completed form to [NFerreira@eba-net.org](mailto:NFerreira@eba-net.org)**