



AFMC2020 – Moderator Session Overview

Role of a hybrid conference moderator (will be assisted by the Virtual Control Room and/or in-room AV Tech):

In room moderation – arrive 15 mins before session to be logged into Moderator Desk / OnAir Portal/Aircast Studio. Laptop (supplied by venue), complete sound check for venue lapel mic, ONAIR mic needs to be muted for moderator, headphones supplied to hear Virtual Control Room. You will need your OnAir username and PIN (supplied by email from conference organisers).

Online moderator - login to session 15 mins before start for virtual check of camera, mic and speakers and refresh of AirCast studio. Virtual Control Room will run the session. Note: Please mute your microphone when not speaking in the online session.

1 minute 30 secs - Introduction

- Introduce the session and the topic to the in-room and virtual audience
- Let the in-room and virtual audience know to add their Questions for the presenting author via text into the Online Q&A field, raise your hand online or raise your hand in the room, for question via the in-room microphone.
- Provide a brief introduction of the presentation author

10 minutes - Presenting Author will share their presentation

- Check Online Q&A text box for questions
- Check 'raise hand' for any virtual audience who want to ask a question
- Check with in-room audience.
- Be aware of Virtual Control room chat, they can assist with bringing in virtual audience for questions (or if there is any issues bringing the next presenter into the virtual green room.
- Keep an eye on the time, ask the presenting author if they haven't finished by 10 mins to wrap up so that Questions can be taken.

8 Minutes – Q&A with presenting Author

- If time permits, the order of taking questions should be one or two questions from the online Q&A chat, one raised hand and one from the room.
- Let the audience know that the presenting Author can download the questions, and respond later to delegates (that have their contact details shared) of any questions in the online Q&A chat that are not answered during the session.
- Thank the virtual presenter, as attendees to stay in the session as the next presenter joins.

1 min 30 secs - Virtual Control room will place a transition slide up, as the next presenting author gets ready (online or in-room) and shares the screen for presentation.

REPEAT ABOVE (except introduction of session not required for subsequent presenters).