

dance studies association

IN-PERSON MODERATOR INSTRUCTIONS

Thank you for agreeing to be a moderator. Moderators act as hosts for a given session. As hosts, they are responsible for introducing presenters, keeping time, facilitating discussion, and also liaising with technical support, if necessary.

Before the session

Moderators are *not* expected to read presentations ahead of time. Arrive 15 minutes early to the room where the session that you are moderating will be held. Identify the presenters and introduce yourself to them, and make sure they have met one another.

Make sure that all presenters have pre-tested their technical setup. If you need help connecting presenters' equipment, please seek the assistance of the technical support personnel.

During the presentations

Once the session starts, you should introduce the panelists one at a time before they speak, by reading their name and presentation title. For time, we recommend that you direct audiences to the bios in the schedule.

During presentations, inform the presenter of the remaining time using signs or hand gestures. These include a warning with 5 minutes, then 2 minutes, then 0 minutes remaining. The Moderator has the authority to stop a presentation that has run out of time. Be strict — timing is a matter of courtesy to all presenters and to the audience.

As a reminder, for 3-person panels individual papers will be 20-minutes per paper *plus* thirty minutes at the end of the panel for collective Q&A. For 4-person panels individual papers will be 15-minutes per paper *plus* thirty minutes at the end for collective Q&A. Roundtables, Lecture-Demonstrations, and Workshops may take variable formats, at the discretion of the presenters — if you are assigned to moderate one of these, make sure to speak with the presenters beforehand to find out how you can best assist.

Please proceed according to the order listed in the schedule unless otherwise requested (delegates often session-hop to hear presentations of particular interest).

After the presentations

The Moderator will facilitate and moderate the Q&A session following the presentations and call on audience members who have questions. Please make sure to have a few questions ready in case the audience is shy to get started. You should ensure that every panelist has the opportunity to field a question.

Hybrid Logistics

If a presentation is hybrid, the in-person attendees are responsible for supporting the technical needs of the remote presenter(s). This includes all set-up, play-back, and or livestreaming. If they need help, you can point them to the technical support on-site. It is not the job of the in-person moderator to facilitate the technical needs of remote presentation.

When the panel begins, please let the audience know which presenters will present in-person and which will engage remotely (whether pre-recorded or via Zoom). If the audio requires it, you may have to repeat question so that remote participants and in-person audience members can hear one another clearly.