

# dance studies association

## **VIRTUAL MODERATOR INSTRUCTIONS**

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

### Before the session

Moderators are *not* expected to read presentations ahead of time.

Arrive 15 minutes early to the Zoom room. The Zoom host will *open* the room. This host will be a DSA representative. If necessary, we recommend that remote moderators be made an additional *host* so that they can monitor the Q&A. This can be done easily by the host once all are present in the Zoom room, and before the event begins at “Broadcast.”

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. This includes practicing any screen shares, etc.

In a webinar setting, when you are ready for audience to join, the host will click “Broadcast.” This opens the Zoom room to audience members. Wait a few minutes and begin as close to the planned time as possible. In a meeting setting, when you are ready for audience to join, the host will “admit from Waiting Room.” This opens the Zoom room to audience members. Wait a few minutes and begin as close to the planned time as possible.

### 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 DSA schedule. Announce that Q&A will be held until all presentations are done and encourage attendees to use the Q&A function for formal inquiries (to be addressed during the Q&A) and the chatbox for informal feedback/discussion.

During presentations, inform the presenter of the remaining time using the chatbox direct message. 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. Please proceed according to the order listed in the schedule unless otherwise requested.

### After the presentations

The Moderator will facilitate and moderate the Q&A session using the Q&A button at the bottom of the screen 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. Close the Zoom room on time. If you run over, there is a high likelihood you will be *kicked out* of the Zoom, as the next virtual session logs on.