



Fast facts for moderators

Let's get you on the fast track!

Connect

Reach out to your association for the date, time, format and presenter(s) of the session you are moderating or chairing.

Ahead of Congress, introduce yourself via email to the presenter(s) of your session, and read their biography and session description (provided by your association).

Coordinate

Prior to event day, discuss the “run of show” with the presenters to determine the structure and flow of your session. You should determine items such as: presenter order, time keeping, and Q&A organization. Discuss these items in tandem with the presenter(s).

Commence

Be sure to enter your Zoom room **15 minutes prior to your session start time**. Get ready to introduce the speaker(s), monitor the Q&A/Chat and jump in with a joke if needed! Find out all you need to know about moderating or chairing your session on event day [here](#).

Thank you for participating in Congress 2021!

