

## Guidelines for ANZREG moderators

20170403

### Equipment available in the Monash Law Chambers Auditorium

- Laptop with Firefox, chrome, google docs, word, power point, excel loaded
- Datashow connected to laptop
- Audio system with two hand mics

### Before the session

- Make sure you have a copy of any slides or presentation files that the presenter needs set up on the in-room equipment, so you can get them loaded and tested, in the break directly before the presentation
- Please take care the title of the presentation contains all necessary identifying information, e.g. 2017 ANZREG Conference, [Presentation title], [Presenter's name], [Presenter's institution].
- Before the presentation, familiarise yourself with how to request technical support if required
- Ask the presenter how the Q&A section should be handled or if questions are taken during the presentation
- Discuss the process for managing time keeping during the session with the presenter. Emphasise each session must end on or before the time indicated in the program.
- As the room fills up, direct people to available seats – encourage people to sit near the front
- Prompt the presenter to start on time
- Make sure you have the brief professional bio provided by the presenter, so that you can introduce them and their session with confidence

### During the session

- Act immediately to resolve any technical problems encountered by the presenter, eg ensuring that the presenter can be heard and their slides etc can be seen at the back of the room
- Watch the time and give the presenter the agreed 5 minutes remaining and then 'out of time' signal, if necessary
- Manage the microphone for the Q & A part of the session
- Thank the presenter for the presentation and lead applause

### After the session

- Remind the audience that presentation slides & recording (if recorded) will be available on the ANZREG website
- Provide thank-you gift to the presenter