



INSTRUCTIONS FOR MODERATORS, SPEAKERS & ROOM MONITORS

Overview of Roles

MODERATOR: Prepare presentation team (A), Introduce speakers (B), responsible for ensuring all speakers and sessions begin and end on time (C). Must sit in front of the room for entire session.

SPEAKER: Load presentations and ensure presentation length is correct. Must sit in front of the room until session is complete.

ROOM MONITOR: Time-keeping: use provided stopwatch and signage to communicate allotted times as described below. Must sit in view of speaker.

DOOR MONITOR: Counting attendees and monitoring door noise & checking badges. Must be next to the door standing or with chair.

Instructions to Moderators/Speakers/Room Monitor

A) Before Your Session

1. **MODERATOR, SPEAKERS** and **ROOM MONITOR** should meet in the room 30 minutes before the session begins to check technology with the **MEDIA TEAM MEMBER**.
2. **SPEAKERS** must all have uploaded their presentations more than 30min prior to the presentation time in person on the computer in the front of the room where you are scheduled to present.
3. **MODERATOR** and **SPEAKERS** should review the procedure as to how the time will be allotted:

15 minutes = 12 minutes for speaking, 2 minutes for questions and 1 minute for transition

4. **ROOM MONITORS** will use the following signage to ensure time-keeping.

For 12-minute presentations there will be a 10-minute warning (indicating you have 2 minutes left for your talk), 12-minute warning (indicating you have 2-mins left for questions) and a 14-minute STOP, to ensure 1-min transition time.

5. Confirm with each speaker how he/she would like to be introduced.
6. Speakers are required to sit at the front of the room, and remain there until the session is completed.
7. **Rearrangement of speakers within the session schedule is NOT permitted.**

B) INTRODUCING SPEAKERS

MODERATORS introduce **SPEAKERS** at precisely the appointed time in the program book to ensure each session begins at the same time. Spend no more than one minute introducing each speaker.

C) TIME-KEEPING

1. Fifteen minutes has been allotted to each speaker. **The most common HCC complaint is that speakers run over their allotted time.** Therefore, we require that **MODERATORS** allow no more

than 12 minutes for the presentation, two minutes for questions, and one minute for transition to the next presentation.

ROOM MONITORS will hold up the signs to indicate how much time **SPEAKERS** have remaining:

For 12-minute presentations there will be a 10-minute warning (indicating you have 2 minutes left for your talk), 12-minute warning (indicating you have 2-mins left for questions) and a 14-minute STOP, to ensure 1-min transition time.

2) **MODERATOR** will stand up when there is one minute left. When the speaker has used all their time **MODERATOR** must gently but **FIRMLY** interrupt the speaker. Thank them graciously and invite the audience and **SPEAKER** to get together for further discussion during the next break. You will need to quickly introduce the **NEXT SPEAKER** to keep the session on time with the other concurrent session and conference proceedings. **Keep presentations in order. Do not skip or re-arrange the order of presenters or times.**

KEEPING TIME IS CRITICAL because....

1. We are running **up to five concurrent sessions** and it will take up to 10 minutes for people to move between the furthest rooms.
2. **Students are being judged** on their presentations. All students should have the same time allotment and the judges need to be able to transfer between rooms as required.
3. **Respect** for all presenters, work exchange program participants schedule, and ensure everyone is able to take breaks accordingly.

D) MODERATOR RECOMMENDATIONS: Fielding questions

1. **Prepare a few questions** to ask the speaker at the end of the presentation. Wait a few seconds for the audience to have a question. If the audience is quiet, your first question could be something like “please further explain the management implications of this work.” This should allow time for the audience to compose their own questions.

2. For those sessions/symposia that have allowed time for a general question and answer session, **reconvene the speakers to the panel table for questions.** You may use part of the time for concluding remarks about the session/symposium.

3. **Please remind people to come to a microphone to ask their question.** This is the only way that the whole audience will hear the question.

Thank you for participating in the Hawai'i Conservation Conference!
We greatly appreciate you undertaking this important role in the conference.

Hawai'i Conservation Alliance and Foundation

DO NOT REMOVE FROM THIS ROOM