

Moderator Instructions

Al DeMaria, MD, President of CSTE



Council of State and Territorial Epidemiologists

Past conference attendee feedback:

- Concerns about details of sessions
- No word from moderator
- Moderator late to session
- Speakers not having enough time

Moderator's Role: Before, During, and After



Before the Conference



- Find out who the presenting authors are
- Review breakout session and moderator guidelines on the CSTE website
- Contact presenting authors and confirm their attendance

Before the Session



- Check-in at registration desk and receive moderator packet
- Arrive in room 10-15 minutes early to meet presenters
- Ensure presentations are on laptop
- Arrange seating for presenters
- Discuss warning signal or time cards
- Review procedures with presenters

During the Session



- Start session on time
- Encourage attendees to fill seating area
- Silence all cell phones
- Follow presentations as listed in agenda
- Let CSTE staff know about any no show speakers

During the Session



- Keep presenters on time
- Repeat questions during Q&A
- If disruptive, ask to hold questions until later
- End on time
- Call for AV/IT needs as necessary

After the Session



- Thank the presenters
- Share feedback with committee chair and CSTE staff lead



CSTE National Office

2872 Woodcock Boulevard, Suite 250
Atlanta, Georgia 30341

T 770.458.3811

F 770.458.8516

sclinton@cste.org