



From Best Practice to Innovation
“New Paradigms for Educational Access & Excellence”
The 33rd Annual WESTOP Conference
Las Vegas, Nevada February 27 – March 2, 2011

Moderator's Duties

1. Pick up Moderator Packets and Session Evaluations: Verify the session for which you are moderating, the names of the presenter(s), the time, and location of the session (included in the Conference Program).
2. Arrive at your room no less than 15 minutes prior to the beginning of the session. Meet the presenter(s), ensure that the room is in good condition (check the temperature of the room for comfort), equipment the presenter(s) requested is there and in working order, and see that anything else needed is addressed.
 - If there is a problem with the room, the equipment, or the presenter(s) does not show up, please contact the Committee Chairs or WESTOP committee representatives by calling the front desk and asking for the WESTOP registration desk.
3. Pass out evaluation forms prior to session beginning by
 - Placing one evaluation form on each chair, or
 - Passing the form out to each person as he/she enters the session, or
 - Passing out the forms once everyone is seated.
4. Keep presenters on task by:
 - Introducing each presenter by stating his/her name and reading the biographies included in your packet.
 - Reminding your presenters to always speak into the microphone so that the recording of their session is clear.
 - Keeping track of the time, especially if a Question and Answer period is schedule at the end of the session. You want people to have an opportunity to ask their questions and fill out the evaluation forms.
 - Moderating the Q & A portion by setting time limits on the length of questions and/or how many questions can be addressed in the time left.
 - Assisting presenter(s) with passing out materials before or during the session.
5. Collect all evaluation forms and return them to the presenter(s). WESTOP no longer collects or records session evaluations. Therefore, please give all completed forms to the presenter.
6. Submit the Moderator's Evaluation Summary form to the registration desk.
7. Be sure to thank the presenter(s) and the audience for their time.
8. Do a quick clean-up of the area before the next session begins.

Thank you for volunteering.