

Conference Moderator Responsibilities:

January

- Choose a session to coordinate and moderate for the Annual Conference
 - Pay close attention to what the committee envisioned so as to align final program with committee desires.

February - April

- Find speaker(s) to present the topic on the time and date established by the Education Committee
- Should a CGFOA speaker need an alternate time of date, contact CGFOA Conference Education Chair, Cheryl Pattelli
- Should a CMCA speaker need an alternate time of date, contact CMCA Conference Education Chair, Terry Andrews

May - June

- Finalize all paperwork
- Two forms are to be submitted
 - **Session form** is due June 1 (one form per session) and requests the following information:
 - Session Title
 - Session Date
 - Session Time
 - Course Level – Advanced, Basic, All
 - Synopsis of the session suitable for printing in the program book
 - Name, Title, Entity/Company of each speaker
 - Session objectives and expected learning outcomes
 - Major topics covered in the session
 - Room Set Up and AV needs
 - Moderator Name and contact information
 - **Speaker Information forms** are due June 15, one form per speaker.
 - Moderators may send the speaker forms to the speakers but it is more effective to call them and walk through the form with them to get the answers to all of the questions.
 - The form requests the following information:
 - Session Title
 - Session Date/Time
 - Speaker Contact Information (for publication in the program book)
 - Speakers must provide their own computer, we ask them to let us know if an audio feed is required as well as any other important information, i.e. Mac or tablet
 - Narrative style biography of the speaker for inclusion in the program, see speaker form for more information on length and style.
 - A list of questions is asked that indicates a variety of important information regarding speaker hotel needs, expenses, etc.
 - Moderators may send the speaker forms to the speakers but it is more effective to call them and walk through the form with them to get the answers to all of the questions.

September - November

- Stay in contact with speaker(s) to coordinate panel presentations, answer any questions, confirm presentations are submitted by November 1, and ensure everything is ready to go for the session.

Policies for paying speakers/panel members are as follows:

- We are a not-for-profit organization and typically do not pay speakers. A small honorarium can be paid (\$100/\$200) if that is what it takes to get the speaker. It is an individual moderator decision that we trust will be made with the best interests of the conference in mind.
- We will reimburse expenses and pay the IRS rate for mileage.
- Speakers should bill the conference for honorariums, expenses and mileage. The invoice may be sent via email or US mail to the Conference Administrator.
- Speakers receive a full free registration to the conference if they want to attend. Panel members (meaning more than one speaker for a session) receive a \$50 discount off of their conference registration. Panel members need to register themselves and take the appropriate discount.

Additional information and important reminders:

- We are going green and will no longer provide copies of PowerPoint presentations or handouts to attendees. Speakers should submit PowerPoint presentations and take-aways by November 1 for posting on the website.
- Speakers coming up for the day of their session who are not registered for the conference are welcome to join us for the meal directly before or after their session.
- Speakers provide their own laptops with the presentation loaded.
- Make sure special requests are noted on the Speaker information form, i.e. HDMI projector needs, audio for the presentation, converters for LCD connections, etc.

Day of Responsibilities

- Keep an eye out for your speaker(s), check the Speaker Ready room, touch base with them, invite them to join you at the meal directly preceding or after their presentation. Arrange to meet them in their presentation room at least 20 minutes prior to the start of the session.
- Pick up your moderator packet from the Conference Registration desk. It will contain everything you need to moderate the session, i.e., announcements, speaker bio(s), sign-in sheets, etc.
- Make announcements
- Introduce the speaker(s)
- Record attendee numbers on moderator envelope
- Serve as a timekeeper
- Get help, if needed, for AV issues
- Come prepared with a question or two to get the Q&A rolling
- Pick up all sign in sheets, put everything back into the moderator envelope, return the envelope to the Conference Registration desk.