ENRS
EASTERN NURSING RESEARCH SOCIETY

Promoting
Health
through
Nursing
Science

ANNUAL SCIENTIFIC SESSIONS
SESSION SUPPORT: MODERATOR & TIMEKEEPER RESPONSIBILITIES

TWO IMPORTANT RESPONSIBILITIES OF MODERATOR & TIMEKEEPER:

1. *Please arrive 15 minutes early for your assigned sessions.*

2. *Please adhere strictly to the schedule.* **DO** <u>**NOT**</u> change the order of the presentations within your session from what is published in the program. Both the Moderator and Timekeeper must abide by the published schedule of the sessions to which they are assigned.

Below, please find the summary of responsibilities for session support at the Annual Scientific Sessions. (NOTE: Symposia do not have moderators assigned because the leader of the symposium serves in this role.)

Both Moderators and Timekeepers should check in at the ENRS On-Site Registration Counter to receive your materials. Upon arriving to the presentation room, both Moderator and Timekeeper should review structure of session (order of presentations – no changes from what is published in the program, time for each presentation including questions, methods for conveying time limits).

Moderator Specific Tasks:
→ Ensure room is set-up properly with materials.
→ Find out what assistance the presenters need.
→ Support speakers with loading their presentations.
→ Direct attendees to fill in empty seats where needed.
→ Speaker introductions – confirm title/affiliations of presenters for introductions.
→ Report to registration desk personnel if there are any technical issues or missing speakers.
→ Equipment check – verify that microphone and LCD projector are in working order and the time remaining cue cards are at the lectern. If any equipment is not working, there will be AV technicians checking in to each room. If you cannot find a technician, please report to registration desk.
→ Announce the title of the session and introduce the primary presenter(s) for each session.
→ Facilitate the Q&A

Timekeeper Specific Tasks:
→ Begin session on time and ensure that the presenters maintain the time scheduled for presentation.
→ Use time remaining cue cards (5 minutes, 1 minute, end) and use them to notify speakers of time remaining.
→ End session on time.
→ At the conclusion of the session, make sure the slide advancer, other equipment, and cue cards are ready for the next session timekeeper