Suggested Guidelines for
WEFMAX Moderator

The role of the moderator is to introduce the topic, the support helpers, keep conversations on track, sometimes restate a question or answer as needed, make sure that no one is monopolizing the conversation and allow as many people to talk as time allows.

1. Moderates the session
2. Keeps session on time (with timekeeper's help)
3. Opens the session with brief overview of the topic
4. Introduce the Session topic, the support group (scribe, mic helper, and time keeper)
5. Introduce the Presenter (no bio required)
6. Introduce the second presenter if applicable etc…
7. Each session will have open discussion time
   a. Ask presenters to come to the front of the room for Q&A
   b. Moderator
      i. Calls on people/keeps track of those waiting to speak (with help of Microphone Handler)
      ii. Reminds attendees to use microphone so everyone can hear
      iii. Remind attendees to stand, state name, organization/MA
8. Moderator will thank the presenters, scribe, microphone helper, and time keeper.