

Thanks for volunteering to be a moderator at PRIMA's 2024 Annual Conference in Nashville, TN!

This guide contains all of the necessary steps to ensure that your session will operate as efficiently as possible.

1. Meeting with Session Presenter(s) Prior to the Conference

You should have received an email confirming the session details necessary to connect with the presenter(s). It is recommended that you touch base with the assigned presenter(s) prior to the conference to ensure that the session runs smoothly.

2. Moderator Materials and Instructions

These instructions and other moderator materials can be found on our [moderator webpage](#).

PRIMA requests that you print the biographies of your session presenter(s) prior to arriving at the conference. All biographies will be located on the Annual Conference app website.

3. Session Location

All sessions will take place at the Gaylord Opryland Resort and Convention Center.

4. Opening the Session: Onsite Instructions

- a. Check in at the PRIMA Annual Conference registration desk (Gaylord Opryland Resort and Convention Center, Delta Ballroom Foyer).
- b. Pick up a Session Information Sheet prior to your session in the Speaker-Ready Room (Gaylord Opryland Resort and Convention Center, Canal Speaker Room A).
- c. Arrive at your session at least 10 minutes prior to the session start time.
- d. Greet the presenter(s) and the attendees.
- e. Double check AV. All session rooms should have a projector, screen, and at least two lavalier microphones.

5. Moderating the Session

- a. Welcome everyone to the session and introduce the presenter(s) using the biographies found on the Annual Conference app website. Again, it is **highly encouraged** to print out presenter bios before the session.
- b. **VERY IMPORTANT**: Please be sure to remind everyone to fill out the session evaluations via the app after the session. Notify and encourage attendees to scan the QR code found at the end of the speaker/s presentation slides to complete the survey. Also notify them that a sheet containing the QR code will be stationed in the back of the breakout room to scan as well.
- c. Assist the presenter(s) in passing out any handouts/materials (if applicable).

- d. Count the number of attendees and note on the Session Information Sheet.
 - e. Signal the presenter(s) when there are 10 minutes remaining.
 - f. Assist with managing Q&A if requested by the presenter.
 - g. Once again, encourage attendees to fill out the evaluations via PRIMA's Annual Conference mobile app and/or online via an email they will receive at the end of the day.
- 6. Closing the Session: Onsite Instructions**
- a. Thank the presenter(s)!
 - b. Instruct any lingering attendees to move their conversation to the foyer.
 - c. Return the session information sheet to the Speaker-Ready Room or scan and email it to tgilbert@primacentral.org with the subject "Session Information Sheet".
- 7. Problems and Troubleshooting**
- a. If you experience any issues onsite, report immediately to the Speaker-Ready Room or contact Shaunda Ragland, PRIMA's Senior Director, Education and Training at sragland@primacentral.org.