

## **PLA 2002 Program Organizer**

### **Housekeeping Announcements and Other Moderating Tips**

#### *Opening the program:*

*The moderator's opening sets the tone for the session, so it is important to be clear, upbeat, and well-organized. Some items you might want to note in opening comments for your session:*

- **Welcome** attendees and thank them for attending.
- **Announce the title** of the session and in a few sentences explain what the session will address.
- *Preconferences only:* Mention the **schedule** of the session, including any coffee or lunch breaks.
- Point out any **handouts** that attendees should have picked up upon entering by naming them or describing them.
- If the handouts for your program are **posted on the PLA web site**, mention that to attendees.
- Inform the audience of when there will be **time for questions** – at the end? after each speaker? Remind attendees that they should use the aisle microphones to ask their questions if the size of the room requires it.
- If you see **empty seats** throughout the room yet notice that many people are standing in the back of the room, encourage them to come forward and fill in the empty seats.
- Those who are hearing impaired should be encouraged to sit in the front of the room.

#### *During the program:*

- Make sure your speakers adhere to their **time limits** and that the program moves along on schedule.
- Encourage **questions and audience participation**, when appropriate. If a question-and-answer session goes on too long, or an audience member monopolizes the speakers with personal issues, issue a polite “thank you” and explain that you need to move on.

#### *In closing:*

- **Thank** the speakers.

- Remind the audience **to visit the exhibits**. Several no-conflict coffee breaks are scheduled. These are the largest exhibits a PLA conference has had, and we want our exhibitors to have a very positive experience, too!
- If your speaker is an author and will be holding an **autographing session**, announce the details of when and where.
- If appropriate, identify any **related or complementary sessions** being held later in the conference in which attendees of your program might be interested.