**ASPEN CONFERENCE MODERATOR RESPONSIBILITIES**

Moderators are responsible for overall session management, including coordination with speakers and management of attendees and speakers during the session. Moderators are expected to follow the Moderator Script and set the tone for the session. In addition, moderators will have the following responsibilities:

* Introduce each speaker and provide the audience with a brief bio of the speaker.
* Ensure each speaker states any disclosures before presenting content.
* Ensure the speakers stay within the allotted time frame for their presentations.
* Review speakers’ slides for any signs of commercial bias.
* Question speakers about any commercial bias that may have surfaced during the presentation. This should be done in front of the audience to demonstrate that the potential bias is being managed.
* Manage the question-and-answer period and ask thought provoking questions of the speakers as related to the topic.
* Prepare to ask the speakers questions about the material presented in the event the audience members are a little hesitant.
* Provide key take-aways, summarize content, and provide guidance for the audience.
* Remind attendees about the availability of BCNSP recertification credit if applicable.
* We strongly suggest that moderators contact the speakers in their session to: 1) discuss the content, focus and timeframe for each presenter; 2) ensure that presentations do not overlap or contain redundant information; and 3) work out the transition between speakers.
* Virtual session moderator: Go to the session room early to learn how to take questions from the virtual audience and remember to include these questions during the Q&A.
* Remind session monitors to complete their session surveys and return them to ASPEN.
* Locate an A/V tech if there are any technical issues. If there is no AV tech in your session rom, check in the hallways outside of session rooms.