



Moderator Tasks

The main tasks of moderators include welcoming presenters for each session, introducing each presenter, keeping time and indicating the passage of time, wrapping up each session, and ensuring a welcoming environment for each presenter. Thank you in advance for helping with this important role and serving as an ambassador for NASSM.

- **Room management.** You will be assigned to a single room for the duration of a morning or afternoon session. Your goal is to ensure that the room is ready for presenters and to address any problems that may occur. You will oversee multiple sessions that will last for 20 minutes and include: introduction of presenters, presentation, questions, and wrap-up of each session. There will then be a five-minute intermission for delegates to go to the next session.
- **Welcoming presenters for each session.** The moderator should welcome the speaker to the room, guide the speaker to the podium, and answer any questions they may have.
- **Introducing presenters for each session.** Each session will begin with an introduction of the presenter(s) and the title of the presentation. After introducing the presenter(s), the moderator will sit down in plain view of the presenter(s) to indicate the passage of time.
- **Attending the complete session.** It is expected that you will stay in the room for the duration of the designated time. You are asked to be involved in each presentation by listening to the presenters, indicating the passage of time, and potentially encouraging discussion.
- **Keeping time for each presenter and indicating the passage of time through hand signals.** Indicate the passage of time to the presenters (i.e., 5-minutes remaining, 3-minutes remaining, 1-minute remaining, and when time has ended). There will be 15-minutes for the presentation and 5 minutes for questions. When questions have ended or when 20 minutes has elapsed (whichever happens first) the session is complete.
- **Wrapping up each session.** Please wrap up each presentation by thanking the presenter(s) and encouraging those with questions to continue the conversation outside.

If you are unable to moderator your assigned session, please find someone to fill in for you. If you are unable to find a replacement, please notify conference@nassm.org by May 20th or if onsite let someone at the registration desk as soon as possible.

Moderator	Time	Location
Adam Karg	Thursday Afternoon	Maurepas
Alexis Lyras	Saturday Morning	A1
Allison Doherty	Thursday Afternoon	D2
Andrea Geurin	Thursday Morning	D1
Anita Moorman	Thursday Afternoon	A1
Brendan Dwyer	Saturday Morning	Oakley
Bri Newland	Saturday Afternoon	Maurepas
Brian Menaker	Thursday Afternoon	D1
Dae Hee Kwak	Thursday Morning	Oakley
Darlene Kluka	Thursday Afternoon	A2
David Shilbury	Saturday Afternoon	A2
Emma Sherry	Saturday Morning	A3
Erienne Weight	Thursday Morning	A2
Florian Hemme	Friday Afternoon	D3
Gareth Jones	Thursday Morning	D2
Heather Lawrence	Friday Afternoon	D1
James J. Zhang	Friday Afternoon	Maurepas
Janelle Wells	Thursday Afternoon	D3
Janet Howes	Saturday Morning	A2
Jeff Farr	Saturday Afternoon	D1
Jeffrey Graham	Friday Afternoon	A3
Jennifer Gellock	Friday Morning	D2
Jim Weese	Friday Morning	A2
John Miller	Thursday Morning	A1
Katherine Reifurth	Saturday Morning	Maurepas
Kevin Filo	Friday Afternoon	Oakley
Kristi Oshiro	Saturday Afternoon	D3
Laura Burton	Thursday Morning	D3
Laurence Chalip	Friday Morning	A1
Lisa Kihl	Saturday Afternoon	Oakley
Marijke Taks	Friday Morning	D1
Mark Slavich	Friday Morning	Maurepas
Marlene Dixon	Thursday Afternoon	A3
Matt Brown	Saturday Morning	D2
Matthew Katz	Thursday Morning	Maurepas

Per Svensson	Saturday Afternoon	A3
Sarah Leberman	Saturday Morning	D3
Shannon Kerwin	Friday Afternoon	D2
Susan Brown Foster	Friday Afternoon	A2
Ted Hayduk	Saturday Afternoon	D2
Tiesha Martin	Friday Afternoon	A1
Tim DeSchriver	Thursday Afternoon	Oakley
Timothy Ryan	Saturday Afternoon	A1
Tracy Taylor	Thursday Morning	A3
Victor Kidd	Friday Morning	A3
Walker Ross	Saturday Morning	D1
Xiaoyan Xing	Friday Morning	Oakley
Zack Damon	Friday Morning	D3

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