

NETWORKING FOR AFRICA'S FUTURE

7th ANNUAL MEETING OF THE ACBF TECHNICAL ADVISORY PANELS & NETWORKS (TAP-NETs)

Date: November 21-22, 2011
Venue: Hilton Hotel, Yaoundé
CAMEROON

THE MODERATOR'S ROLE

As Moderator, your main role is to provide organization and cohesion to the session. You should be familiar with the presentations in your session. The duties of the Moderator include the following:

1. A couple of days before the conference, contact each presenting author and discussant in your assigned session and provide them information on session structure (time limits, presentation order etc.). Request them to provide you with any updates including changes in affiliation, or any changes as to the author who would be presenting the paper at the conference. Also request the authors to send the paper to the discussant if the paper has undergone major revisions since its initial submission to the conference.
2. Arrive at the session 5-10 minutes before the session begins. Identify the presenters and rapporteur(s) in advance, and introduce yourself. Inform presenters about the method you will use to alert them of time limits during the actual presentation.
3. At the start of the session, introduce yourself to the audience, announce the session/title, and offer a brief overview of the session structure (number of papers to be presented, allotted time per presentation, and when the audience will have opportunity to ask questions or provide comments).
4. For each paper, introduce the presenter, her/his affiliation, and the title of the paper. Since time is a premium for presenters, please keep your remarks brief.
5. During the presentations enforce time limits strictly so that no author (or audience member) monopolizes someone else's time. Recommended time for presentations is 15 minutes (for presentation papers), 5 minutes for the discussant for each paper, where applicable, and the remaining time for questions from the floor. It is your job to moderate the Q&A session involving the audience. Please ensure that the session finishes on time.
6. In situations where an assigned discussant/rapporteur is a no show then you can fill in and provide some comments on the paper.
7. In situations where a paper presenter is unexpectedly absent, the moderator should exercise judgment by either allowing extra time for the other papers or dismissing the session early.
8. The Moderator's role is critical in making the difference between a successful program and one that receives weak reviews.