

FOR MODERATORS

Moderators, check the website for the latest updates as you prepare your concurrent session for the conference. Moderators work closely with the speakers prior to the conference to help them shape their presentation to the intended topic, introduce the session and speakers, facilitate Q&A, and keep strict time schedule. They will communicate all conference-related information to their speakers. They also will work closely American Forests' program coordinator, to insure a smooth and successful session.

Moderator Checklist:

Moderator Conference Registration

All moderators are required to register for the conference and are responsible for all registration fees.

<http://www.americanforests.org/conference>

If you have Conference registration questions, please contact registration@amfor.org or 703-904-7508

Hotel Reservations and Travel Information

<http://www.americanforests.org/conference/>

Presentation Tips and Guidelines

http://www.americanforests.org/Presentations_Guidelines.pdf (.pdf document).

Your duties before the conference will be to:

- ◆ Contact speakers before the conference and discuss their presentation within the context of the session theme. You can find a short description of the sessions on our website www.AmericanForests.org/Conference
- ◆ Notify American Forests' program coordinator immediately if a speaker cancels. Assist with any replacement speakers if someone should have to cancel.
- ◆ Remind speakers that their Proceedings paper is due May 1. See Proceedings Guidelines for details. http://www.americanforests.org/conference/Proceedings_Guidelines.pdf (.pdf document)
- ◆ Make sure that they have registered for the conference and for a hotel room at the Caribe Royal Hotel.
- ◆ Verify speakers' AV needs. There will be a PC laptop computer and projector to show PowerPoint presentations, screen, microphone, and podium in each room. If they need something else, contact American Forests' Program Coordinator, Kate Cantrell, at kcantrell@amfor.org. We will try to accommodate other requests.

Onsite at the conference:

- ◆ Give a brief intro on the session and each speaker. Their biographies will be printed in the program.
- ◆ Keep presentations to their allotted time.
- ◆ Facilitate Questions and Answers at the end of the session.
- ◆ Alert American Forests Program Coordinator to any changes or problems.
- ◆ Insure that speaker's papers for proceedings have been sent to American Forests