

### **Instructions for Moderators**

1. Introduce yourself first - your name, title or role and state radiation control program/agency.
2. Provide ground rules for participation of all registrants –
  - a. Tell attendees they are to hold questions until the end of presentation,
  - b. Advise attendees to type questions into the chat function. Because of the number of participants in the Conference, verbal questions will not be permitted.
  - c. Tell attendees that they will be muted during the presentation.
3. Introduce each speaker very briefly and remind attendees that bios for each speaker are included in the detailed info on [Conference website](#).
4. Monitor time for each speaker, stay as close to the printed agenda time as possible - do so politely but firmly!
5. Monitor chat functions, throughout the talk. Queue the questions up for the speaker, by reading them from the chat. Remind attendees to keep themselves muted when not speaking.
6. The chat functions are to be used for question submittal and comments pertaining to the current presentation. There is the capability to message attendees directly within Zoom chat function.
7. Announce breaks on agenda, as appropriate. Be specific about when sessions resume, ie. not in 30 minutes, but at 10:30 for example.
8. Announce the end of the session, or that the last speaker will wrap up the session and thank them for their attention.