



Session Moderator Guidelines

Pre-Conferences

Thank you for being a Session Moderator for LitCon. As a part of the hospitality team, your job is to welcome the attendees and help your presenter(s) and the LitCon staff in the ways listed below. Please be aware that a Session Moderator is not part of the presentation but a behind-the-scenes assistant. Please take a few minutes to read these instructions. In case you have any questions while moderating, there will be a staff person (zone captain) in each area of the facility to help you out.

Your responsibilities:

Before the session:

- Stop by the Clark Room on the 2nd Floor of the Hyatt Regency** to pick up your Session Moderator packet.
- Arrive at your assigned session room 30 minutes before** the start of the session.
- Identify your zone captain.** This is a LitCon staff person who can assist you if necessary to help address issues with AV and attendees. They will be dressed in LitCon official staff gear and will have radio access. These captains should be checking in with you and/or the presenter prior to the start of the session. They do have several rooms to check on so please be patient.
- Introduce yourself to the presenter.** Presenters are expecting Session Moderators for each session. You are **not expected** to introduce the presenter(s) to the attendees before the session.
- Save YOUR seat before doing your next task.**
- Take Attendee Tickets.** Each attendee that attends this session has paid for the registration and has a ticket for admission that prints with their LitCon badge. Please stand at the door and take their tickets as they arrive.
- If an Attendee Doesn't have a Ticket.** If anyone states they do not have their ticket, please ask them to return to registration and request a reprint. Some attendees may have added this session to their schedule on the app and not paid for it when they registered.
- Place Tickets in Session Moderator Envelope.** You can put all the tickets into the Session Moderator envelope and hand that to the Zone Captain.
- Once the session starts or everyone has entered,** you can take your seat and enjoy. Your job is done. THANK YOU!