



Session Moderator Guidelines

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. You can contact this person if there is any problem with A/V equipment, room sets, or other issues that need to be addressed. Thank you for your help in making this the best event possible.

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 25 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. 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.
- If the presenter does not show,** immediately locate your zone captain to report this. They will, in turn, contact the presenter registration desk to see if the presenter has checked in. If the presenter has not checked in and has not shown up to present the session within 5 minutes of the scheduled session start time, the session will be cancelled. The Zone Captain will alert all the attendees in the room that the session is cancelled and then place a Session is Cancelled sign on the outside of the session room door. Please direct attendees to another session and apologize for the inconvenience. Close the door once everyone has left the room.
- Assist the presenter in distributing their handouts.** If the presenter upload their handouts to the LitCon app, they will be available to all attendees before, during, and after the conference. If they have printed copies, you may be asked to help distribute them to attendees that need one.

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During the session:

- Stay in the session room** during the session unless you must leave. You will be the point of contact if the presenter needs assistance.
- Close the session door**. About 5 minutes after the session has begun, please quietly close the session doors to keep the noise to a minimum for attendees.
- Count session attendees**. About 20 minutes after the session has begun, **count the number of session attendees** and record this number on the evaluation envelope below the printed label. Drop this back off at the Info desk.
- If the session reaches capacity** - The room is considered full when there are enough people in the room to fill all of the seats. Attendees should not be sitting on the floor, standing in the aisles, or lingering in the doorway. (Fire Marshall's rules)

When a room is full:

1. Close the doors to the room
2. Alert your Zone Captain that the room is full, and they will place a **Session is Full** sign on the outside of the session room door.
3. Unfortunately, you will need to be firm with this, and you may encounter disappointed attendees. If a discussion ensues with a disappointed attendee, please exit the room and remove them from the situation before having this discussion. **Seek help from conference staff or your zone captain if you need assistance.**
4. Most sessions are only offered once, but there are others with similar themes – so hopefully, they can relocate to another choice. Encourage them to arrive at sessions earlier next time to ensure a spot.

After the session:

- Session Evaluations**. Remind your participants to complete the evaluation directly through the LitCon app to share their thoughts about the session with LitCon and the presenter.
- Return your Session Moderator Packet**. When your duties are complete, please bring your Session Moderator packet back to the check-in area and drop it off so we have the attendance count. Don't forget to give yourself a pat on the back for a job well done. Thank you for your time!!

In case of an emergency – Dial "55" from any house phone for assistance. Do not call 911.