

NW Lakes Conference

Stream Moderator Duties

- **Start on Time**- even if that means you start your introduction before everyone is seated & quiet.
- **Introduce** yourself and your speaker- keep it brief
- **Make sure every one can hear**- use microphone so even the hearing impaired shy folks can hear
- **Lights** on for introduction and then dim the light for the power point and turn them back up for question and answer time.
- **Power Point**- be sure your computer technician has everything up and running prior to the session. It is best to have them run the power point presentations off the computer rather than the CD drive. (have laser pointer on hand)
- **5 minutes left**- let the speaker know there are 5 minutes left, hold up a sign or 5 fingers.
- **Questions**- Allow time for questions 10 to 15 minutes. Have the speaker repeat the questions so everyone can hear them.
- **End on Time**
- **Thank the speakers**
- **Evaluations**- at the last session remind folks about the raffle and to enter they need to complete an evaluation