

**Moderator Responsibility Check List**

Completion Deadline Date	Completed (Y/N)	TASK
1/15/2019		I have received the moderator notification email(s).
1/15/2019		I have been copied on the notification emails sent to each of my speakers.
1/18/2019		With each of my speakers I have established verbal contact and have verified and exchanged cell phone numbers and email contact information.
1/18/2019		I have verified that each of my speakers has received the presentation templates, AZ Water Logo, AZ Water release statement, and speaker instructions.
1/18/2019		I have verified session title and summary for each of my speakers.
1/22/2019		I have forwarded changes to speaker email address, cell number, session title, session summary to Conference @Azwater.org prior to the deadline stated on the moderator notification.
1/22/2019		I have registered for the conference and have reminded my speakers to do so as well.
3/29/2019		I have attended moderator training at the Phoenix Convention Center.
3/29/2019		I have been provided the moderator script, the moderator instructions, and have attended the Moderator Training.
3/29/2019		I have read and understand the moderator instructions and agree to comply.
4/9/2019		I have practiced the moderator script, have learned the pronunciations of my speakers names, have reviewed the speaker bio slides and am ready to moderate.
4/9/2019		I have verified that speaker presentations include the Welcome Slide, Bio Slide and Fresh Ideas Slide (Fresh Ideas Slide where applicable).
4/9/2019		I have reminded and informed speakers of presentation requirements including presentation format, internet limitations, presentation time limits, and speaker warning cards.
4/9/2019		I have received presentation upload instructions and link.
4/9/2019		Within the deadline stated on the upload instructions, I have uploaded presentations for each of my speakers to AZ Water via the upload link I was provided.
4/15/2019		I have programmed speaker cell phone contact info into my cell phone and have my cell phone charged and ready for the conference.
4/15/2019		I have complied with each of the items on this check list.