ISTR Moderator Instructions

Your role as a moderator will be to introduce the session and the authors, to facilitate the discussion, and to provide feedback on the research to the authors.

Guidance for serving as an effective moderator. Even if you have served as a moderator for ISTR in the past, please read:

Before the session starts:
1. **Papers:** Check to see if all authors are present. Confirm the order of presentation and session format.
2. **Visuals:** Ensure the session authors upload their presentations from their flash drive or following the technology required in Sabah.

During the session
1. **Introduce the session authors, being careful to refer to all panelists equally.** Studies show that it is more common for women to be referred to by their first names even when they have professional titles.
2. **Step in to ask presenters to define or translate technical jargon or foreign language terms.**
3. **Each author should speak for no more than 15-18 minutes.** YOU MUST ENFORCE THIS TIME LIMIT to ensure each author has equal time. Time cards will be available in the rooms.
4. **There should be at least 35 minutes for questions and discussion**
   - Don’t allow discussion or questions until all of the papers have been presented.
   - Prepare two or three questions for the authors to initiate discussion if needed.
   - Ask audience members to raise their hands. Remind the audience to avoid jargon and to ask their questions quickly.
   - Collect up to three questions before referring the questions back to the panel. This allows panelists to respond to only those questions they choose. To ensure parity, please be mindful of who is asking questions to ensure a gender and racial diversity of voices.
5. **Enforce the code of conduct participants agreed to when they registered for the conference.**

The whole code of conduct agreement is pasted below. ISTR is dedicated to providing a harassment-free conference experience for everyone. If you notice that someone else is being harassed in your session you need to ask them to stop. If they will not stop then you need to report this information to me at mdaniels@istr.org, a member of the ISTR staff, someone on the ISTR Board of Directors who will assist you.

"By registering to present and/or attend the ISTR International Conference I commit to maintain respectful and ethical professional relationships. I further understand that sexual, sexual identity or racial/ethnic harassment—or harassment of any kind—is unethical and unacceptable behavior. I understand that it is unethical to exploit the inequalities of power that characterize many professional relationships to obtain personal, sexual, or professional advantages."