

Instructions for Moderators



Thank you for agreeing to serve as a moderator for a CE session!

Materials Provided:

Please note that due to a variety of circumstances, some of the materials listed below may not be needed for the program you are moderating, and will not be provided in such instances.

Time Cards: Time cards should be held up at appropriate times during the presentation to alert the speaker of time remaining. Keep the speaker on schedule by using the time cards. Ask the speaker to conclude if necessary. We must start and end all sessions on time.

Script: The moderator script outlines the requirements to receive CE credit and introduces the speaker to the attendees. Note: If the program is immediately following a meal or other conference function, someone else may be introducing the speaker, in which case there will not be a script in your packet.

Sign-in Sheet(s): Attendees who would like to receive CE credit for the program must sign the sign-in sheet.

Moderator Form: The moderator form provides valuable data to PPA which will be used when evaluating the program and organizing future programs.

Gift: PPA typically provides a small gift to CE speakers to thank them for their time and commitment.

Before the Program

As you enter the room, check that the sign outside lists the correct program. Let PPA staff know if this is incorrect.

Please introduce yourself to the speaker. Explain to them the time cards you'll be using, and ask when to distribute any handouts that were included in your moderator packet.

Review the script provided in your moderator packet.

When the program is scheduled to begin, gather everyone's attention and read the script aloud.

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During the Program

At least 15 minutes after the program begins, pass around the sign in sheet(s) so that all attendees who plan to receive CE credit are able to sign it. Attendees must be present for the ENTIRE session in order to receive credit.

Complete the moderator form.

If attendees do not stay the entire time, you, as the moderator must make note of it on the moderator form. Please provide their name (if you know it) and the time of their arrival/departure.

If at any point during the program you run into a technical or hotel-related issue, please alert a PPA staff member. This means problems with projectors, laptops, or other AV equipment; if the room is too cold or too warm; if the program before you is running late; or any other problem that may negatively impact the presentation.

Speakers are instructed to never include any bias or commercial support in their presentation. **If you believe the speaker is providing biased information or is focusing on one particular brand or manufacturer over others, you must instruct them to stop doing so.** This behavior is strictly against PPA's policies and PPA staff should be notified immediately. Instruct program attendees to disregard the bias and to note it on their evaluation surveys.

Enjoy the program!

After the Program

Thank the speaker and provide them with the PPA speaker gift, if applicable. This does not need to be done as an announcement to the entire audience. (Please note that due to a variety of arrangements not all speakers receive a gift.).

Return all materials to the PPA registration desk and hand them to a PPA staff member immediately following the CE program.

THANK YOU FOR YOUR ASSISTANCE!