



TOP TEN TIPS FOR MODERATING AND PRESENTING

The [ACC Faculty Resource Center: Tools For Moderators and Presenters](#) offers materials and resources intended to help ACC's faculty in their important role of facilitating collegial learning experiences. The below are the top ten tips from these resources to help you successfully moderate or present at ACC.22.

MODERATORS

1. Get to know the presenters in your session. Introduce yourself in advance via email. Know how to correctly pronounce the presenters' names. Address all session participants in the same way (see [Tips for Being Diverse and Inclusive as a Moderator and Presenter](#)).
2. Communicate to everyone participating in the session via email the purpose of the session, overall objectives, how you plan to do introductions, session timing, and coordination of the question-and-answer portion of the session.
3. Be prepared to facilitate an active discussion and engage your audience. Formulate at least one question for each presenter in case there are no questions from the audience.
4. Know your environment and technical resources. Be prepared to moderate both live and virtual presenters and audiences. Know how to use the ARS system and how to identify audience chat, Q&A, etc. via the [Conferences i/o system](#).
5. It is your responsibility to keep the session running on-time. Clearly communicate to your presenters about time expectations and how you will let them know their time is up so that Q&A can be included.

PRESENTERS

1. Highlight your main teaching points 3 times in your presentation. Do this by reviewing your presentation objectives at the beginning of the talk and then include 3 - 5 key take away points at the end of the talk.
2. Show enthusiasm and support for your presentation. Your job is to bring the audience with you on a learning adventure of which you should be the most enthusiastic advocate.
3. Be sure to include time for discussion and engagement when using ARS.
4. Know your environment. Where is the room? What is the setup? Where is the timer? How will you utilize the stage?
5. If you're presenting virtually, make sure to review [best practices](#) for lighting, background, camera, etc.