

PAPERWEEK – Moderator guidelines

Dear Session Moderator,
Please read this guidance on chairing your session.

BEFORE YOUR SESSION

- You can review the presentations that have been sent to you by presenters or track leader, or posted in your session's track MSTeams channel.
- Arrive to the session room early! This will allow you to familiarise yourself with the platform and presenters.
- Ensure all presenters have their material ready and working (a support technician will be in the session, just ask for help if needed)

DURING YOUR SESSION

- Welcome participants to session X (state the name)
- Remind audience to stay on 'mute' during on-line sessions
- Remind audience that PAPTAC adheres to anti-trust policies and everyone should act accordingly.
- Announce any program changes
- Respect schedule, if a presenter does not show, call a 5m waiting break then invite the next presenter to step in
- Timekeeping: presenters should not exceed allotted time (but exceptions can be made, especially at the end of the session or if the discussion is really lively and worthwhile continuing)
- Introduce the speakers before each presentation (name & affiliation & presentation title). Most cases no bio required – if a presenter submitted one, you can take a minute to present the speaker's background
- Invite the audience for a Q&A 5m at the end of each presentation, and at the end of the session. Questioner should identify themselves & their affiliation before asking a question.

AT THE END OF YOUR SESSION

- Conclude the session and thank the speakers for their contribution.
- Depending on the schedule please invite/remind participants to attend the next session, to stay in the meeting room to keep networking with other participants, or to use the MSTeams networking platform to connect one-on-one or in group with other participants.
- Invite on-site participants to networking activities in the Tradeshow room (coffee-breaks and Reception)