

Moderator

1 Prepare

- Familiarize yourself with the learning objectives of the session ☐
- Determine the needs of participants ☐
- Get to know each faculty member's strengths ☐
- Brief faculty ☐
- Identify links and themes between the panellists ☐

2 Arrive early

- Get to know the venue ☐
- Liaise with the chairperson and event organizer ☐
- Introduce yourself to faculty ☐
- Check biographical details of faculty/panellists ☐
- Consider content-related themes and links ☐
- Develop a plan for dealing with difficulties ☐
- Agree on time signals ☐

3 Opening remarks

- Welcome panellists, as well as audience ☐
- Go through the housekeeping notes ☐
- Outline the purpose and relevance of your module/session ☐

4 During each session

- Introduce each faculty member/panellist ☐
- Make the link to previous sessions ☐
- Keep time ☐
- Lead the applause for each faculty member ☐
- Invite the audience to ask questions ☐
- Summarize ☐

5 Closure

- Thank panellists, speakers, faculty, audience, and support staff ☐
- Confirm the purpose, relevance, and achievements ☐
- Recall major learning objectives ☐
- Relate to the future ☐

