Moderator

1 Prepare
- Check session outcomes
- Determine the needs of participants
- Review faculty’s strength and weaknesses
- Brief faculty
- Identify links and themes

2 Arrive early
- Get to know the venue layout
- Liaise with the chairman and administrator
- Introduce yourself to faculty
- Check biographical details of faculty
- Check links and themes
- Develop plan for dealing with difficulties
- Agree on time signals

3 Opening remarks
- Welcome
- Housekeeping
- Purpose of module
- Relevance

4 During each session
- Introduce the lecturer
- Link with previous sessions
- Keep to time
- Lead applause
- Invite questions
- Summarize

5 Closure
- Thank faculty, participants and support staff
- Confirm achievements
- Recall major learning outcomes
- Relate to future