

Moderator Instructions

Before the Session

1. **Pick up session packet from the Moderator Station and sign it out.**
2. Make sure water is available for the speakers. Contact hotel staff if needed.
3. Introduce yourself to the speakers. Ask:
 - a. Do they have the A/V equipment they need?
 - b. Would they like you to distribute handouts (if available)?
 - c. How would they like to be reminded when 10 minutes remain in the session?
 - d. Do they need anything else?
4. Set out the CEU Sign-In Sheets.
5. Set out the DODD Attendance Verification Forms.

Start of Session

1. Begin the session on time.
2. Announce the session number and title.
3. Remind attendees to set their cell phones to silent.
4. **REVIEW THE CEU PROCESS. (This is VERY important!)**
 - a. Accountancy, BELTSS, HRCI, Social Work - Attendees **MUST** sign the CEU Sign-In Sheet at each session.
 - b. DODD - Attendees **MUST** collect an Attendance Verification Form at each session & keep it for their records.
 - c. CEU Certificates
 - i. Available at the OPRA Check-In Table at the end of the Conference.
 - ii. If they did NOT request CEUs during registration, they may go to the OPRA Check-In Table & request a mailed CEU Certificate.
 - d. Certificate of Participation is available in attendee tote bag.
5. Use the Speaker Bios to introduce the speakers.

During the Session

1. **RECORD THE ATTENDANCE.**
2. Let the speakers know when 10 minutes remain.

Session End

1. Lead the group in thanking the speakers.
2. Remind attendees to:
 - a. **COMPLETE THE EVALUATION** included in the Brochure (*please push this!*).
 - b. **Sign for CEUs and/or pick up a DODD form, if needed.**

After the Session

1. Thank the speakers and give them their speaker gifts.
2. Offer to help with anything they need to wrap up.
3. Collect CEU Sign-In Sheets, extra DODD forms, & handouts.
4. Return all supplies to the Moderator Station.
5. **Sign In Moderator Packet.**

Supplies Available at the Moderator Station

Moderator Packet

- Moderator Instructions
- Speaker Bios
- CEU Sign-in Sheets
(Accountancy, BELTSS, HRCI, Social Work)
- DODD Attendance Verification Forms

Speaker Gifts

OPRA gives a gift to each speaker at the end of their first session.

Attendance

How many people attended this session, not including speakers?

Questions? Concerns?

Please visit the Moderator Station.

Thank you
for your contribution to the Conference!