



## Quick Tips for Moderators

*Modified with permission from the Office of CEPD at University of Toronto*

**Moderator:** Someone who presides over a debate or discussion.

Moderators of panel discussions or QA discussions play a critical role in determining the effectiveness of continuing education sessions. Speakers may draw the audience but how the moderator orchestrates the session can make the difference between an event that is mediocre and one that is exciting, engaging and productive for both audience and panelists. Below are a few tips:

Preparation:	Making sure the panel discussion or QA discussions is enjoyable and effective requires preparation.
Tip #1:	Keep a close eye on time. Do not allow speakers to go beyond the allotted time  this is an opportunity for the audience to learn and asking questions is vital.
Tip #2:	Familiarize yourself with the topic before the event and be prepared with questions that can “stir up the pot”. Try to come up with current controversies or issues you know the audience will be thinking about.  Have a discussion with all the speakers together before the event (if feasible) about what you want to create i.e. a lively audience discussion offering as many opportunities as possible for the audience to ask questions and for all of the speakers to respond.
Tip #3:	If iClickers will be used in the session you are moderating; inform the audience of this. Briefly instruct the audience in the use of the iClickers (see the document ‘QuickTips on use of AUDIENCE RESPONSE SYSTEMS’) and encourage them to vote.
Tip #4:	Welcome the speaker or panel and introduce them BUT rather than reading long lists of accomplishments and qualifications – <b>have each speaker introduce themselves in 30 seconds.</b>

Tip #5:	Make an enthusiastic statement yourself about your interest in the topic and <b>your intention to keep the discussion lively, informative and engaging.</b>
Tip #6:	Use your prepared questions to set the tone as the audience collects their thoughts about questions they would like to have answered. Look at the speaker/panel, ask a question and then look at the audience in order to <b>encourage the panel to speak directly to the audience, not the moderator.</b>
Tip #7:	<b>Involve the audience.</b> In case there is a lull, use more of the questions you have prepared yourself or consider creating a controversial question to the audience that will encourage them to vote for one side or another. The speaker / panel can then share their view on the controversy.
Tip #8:	Listen carefully to the panelists and tie <b>in what they say to questions from the audience.</b>
Tip #9:	Sometimes panelists' do not have a good sense of time or the need to share the time available with other panelists. It is the moderator's role to ensure that all speakers have equal time. If someone is taking up more than their share, interrupt respectfully. <b>"I am just going to ask you to pause for a moment and ask the other panellists to comment on what is being said."</b>
Tip #10:	A discussion can be tricky in terms of managing the audience. There are some participants who simply like the attention and being able to stand in front of a microphone. There are others who would like to ask a question but feel intimidated. Again – acknowledge the contribution of the person asking the question (or stating their opinion) <b>and ask others in the audience to comment.</b>
Tip # 11:	Summarize the key points and what you personally are taking away from the discussion.
Tip #12:	Thank the audience and thank the speaker/panelists.

For a helpful description of the multiple roles a moderator is expected to assume go to:  
<http://www.masshightech.com/stories/2004/07/26/focus5-Avoiding-event-agony-The-roles-of-a-good-moderator.html>

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