



**2019 Adirondack Park Local Government Day Conference  
Wednesday April 3 & Thursday April 4**



**MODERATORS INFO SHEET**

Thank you for being a moderator at the 2019 Adirondack Park Local Government Day Conference!

Please familiarize yourself with the following information prior to the Conference. If you have any questions, please feel free to contact Robyn Burgess or Kate-Lyn Knight at the APA via phone 518-891-4050 or email or contact your session organizer.

**Prior to the Conference**

Contact speakers for your session to confirm order, timing, details of session, other needs.

Note sessions are 1 hour 15 minutes in length. We recommend a 1 hour presentation to allow for introductions & questions. We also recommend no more than 3 speakers per session at a maximum.

Familiarize yourself with the Conference Agenda & the layout of the Crowne Plaza

**Day of the Conference**

**Registration:**

Check in with registration staff to receive your room assignment for your session(s).

Verify that the presenters for your assigned session have checked in with conference registration staff.

**Timing:**

Sessions are 1 hour and 15 minutes each.

- We recommend presentations be no longer than 1 hour total to leave time for questions.
- We also strongly recommend no more than 3 speakers per session.

**A/V Needs:**

IT staff are available prior to each session to be sure everything is functioning well and to confirm setup PowerPoint presentations.

**Sound System:**

Check sound system and advise speakers on the proper use of the microphone.

The mics only pickup very close range sounds so please advise speakers to hold the mic very close (1-2 inches) from their lips or rest the mic on their chin while talking to avoid voice fading in and out.

Keep the amplified mic to the lowest possible volume to avoid voices interfering with adjacent rooms.

Make sure that the audience can hear and encourage people to sit in the front of the room.

## Session Introductions:

Briefly Introduce the Session & Speakers

- Title and context for the session (why the session is relevant/important).
- Speakers' names and organizations.
- Refer audience to the Bio Sheet in conference packet for more information on each speaker. Do not read Bios as this can take up valuable time.

## Time (most important):

Start the session on time. *Note there is usually no clock in the room.*

Ensure speakers stay within their allotted time.

- Provide friendly reminders to keep on schedule (i.e. "Let's follow up with that ...")
- Notify the presenters when there is 10 minutes left in the session.

## Questions & Answers:

Make sure the presenter and the audience can hear the question.

## Session Conclusion:

Thank the presenters and the audience.

Evaluation Forms - remind the audience to complete an evaluation form and deposit completed form in the black boxes when exiting the room.

## Map of the Crowne Plaza Lake Placid:

