

# INTERNATIONAL FAMILY VIOLENCE AND CHILD VICTIMIZATION RESEARCH CONFERENCE

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Family Research Laboratory &  
Crimes against Children Research Center  
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## TIPS FOR SESSION MODERATORS

- Before the session begins, distribute copies (if any) of presenters' handouts. Make sure that each person gets a session evaluation form, and explain that you will be collecting evaluation forms at the end of the session.
- Please start the session at the assigned time, even if people are still walking in.
- The most important role of the conference session moderator is to ensure that participants keep to their allotted time limits. Each speaker is given 20 minutes to present (or 15 minutes if there are 4 speakers in a session) and 5 minutes for questions and discussion. That will allow 15 minutes for questions and discussion at the end of the sessions. It is acceptable to allow 5 minutes for discussion after each presentation, if agreed to by all presenters.
- Please wear a watch so that you can keep presentations to the allotted time. Inform presenters when 5 minutes remain by passing them a note or holding up your hand showing five fingers. If presenters exceed their time limit you can cut them off politely by telling them that you must move on to the next presentation, or to the discussion period.
- Presenters can introduce themselves if that is the preference of the moderator.
- Please introduce presenters in the order listed in the program. People will often come into a session at a certain time to hear a particular paper.
- Technical assistants are available in the Thaxter room as needed to help with audio-visual or other problems.