

MODERATOR SCRIPT

Script:

Good Afternoon! Welcome!

My name is _____ and I will be moderating this session today. This is the ___<SESSION NAME>___ session.

Before we begin, I have a few housekeeping notes:

- Each presenter in this session will have a total of ### (see [Presenter Guidelines](#)) minutes for their presentation. All speakers introduce themselves.
- Ideally, there should be time for questions after each presentation.
- If you have any questions for the presenters, please raise your hand.

- Now, let's please welcome our first presenter, ___<PRESENTER NAME>___. The floor is yours.

During the presentation you will need to verbally announce time limits for each presenter:

- <PRESENTER NAME>, you have 5 minutes left.
- <PRESENTER NAME>, you have 1 minute left.
- <PRESENTER NAME>, please wrap up (end of time).

If the presenter talks for more than 1 minute beyond their presentation time, please thank the presenter for their contribution and regain the floor.

Script continues:

- Thank you for that <<excellent>> presentation. Are there any comments or questions for ___<PRESENTER NAME>___? (Please raise your hand.)

After two or three questions continue with the next presentation, please keep track of the time. You may also want to have some questions prepared for presenters in case the attendees do not ask questions.

- Now, let's please welcome our next presenter, ___<PRESENTER NAME>___. The floor is yours.

Note that if there is time left at the end of the session, this can be used for additional questions.

Wrap-Up:

Thank you to all our presenters today and thank you for attending this session. (If you have additional questions for presenters, you may continue the discussion after this session.)
Enjoy the rest of the ESRA Conference!