

AAPA MODERATOR/FACILITATOR GUIDELINES

- The moderator/facilitator should work with the committee to identify potential speakers for your panel.
- Contact potential speakers, discuss seminar designs, presentation topic, and any special instructions, and invite speakers to participate.
- Membership Services will send speakers a copy of the "Speaker Guidelines." These are also available on the AAPA web site.
- AAPA can provide a formal letter of invitation to the speaker if needed.
- Once a speaker's participation is confirmed, please provide contact information to AAPA (name, title, address, phone, fax, and e-mail). AAPA will send out a confirmation letter and obtain the speaker's bio and audiovisual requirements.
- Six to eight weeks out, hold a conference call with speakers to go over session design and coordinate to avoid repetitive or conflicting presentations. Make sure each speaker knows the format of the session and exactly how much time they have for their presentation. See Planning Guide for more information.
- Remind panelists to provide a copy of their presentation to AAPA at least one week before the conference, preferably by e-mail. Attendees like to receive a copy of presentations at the program.
- Arrange to meet with your speakers at least 15 minutes before the session begins to coordinate final details, preferably in the session room, so that we may set up each speaker's audio visual requirements.
- To begin your session, introduce yourself and briefly discuss the session topic. Introduce each speaker (AAPA will provide biographies) before his/her remarks, saving questions until after all speakers have made their presentations OR follow the instructions outlined by the Committee for this session.
- You are the timekeeper. Please make sure that each speaker keeps to the agreed-upon time limit.
- Moderators/Facilitators are invited and encouraged to attend the business sessions and luncheon the day of their presentation, as well as any social activities the night before and day of their presentation. If attending the full program, Moderators/Facilitators are asked to register and pay the registration fee. All expenses (travel, lodging, etc.) are borne by the individual, who is responsible for making his/her own hotel reservations.
- **If you have any questions, please call Jodi Gibson at (703) 706-4717.**

**AAPA APPRECIATES YOUR PARTICIPATION
IN THIS EDUCATION AND TRAINING PROGRAM!**