



# Moderator Guide

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\*Sharing your presentation on the [conference website](#) as well as [The Tropical Soybean Information Portal \(TSIP\)](#) is optional.



## Moderator tasks

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- ✓ Introduce the session
- ✓ Introduce each Speaker
- ✓ Ask 1 -pre-prepared questions of each speaker
- ✓ Facilitate the panel discussion with 2-3 pre-prepared questions for the panel



## Dates to Remember

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**November 1st:** Moderator profile information due

**November 17, 8:00-9:00 a.m. CST:** Open Rehearsal and Tech Check 1

**November 19, 10:00-11:00 a.m. CST:** Open Rehearsal and Tech Check 2

**November 20<sup>th</sup>,** Upload your presentation for inclusion on the website

**November 23, 2:00-3 p.m. CST:** Open Rehearsal and Tech Check 3

**November 24, 9:00-10:00 a.m. CST:** Open Rehearsal and Tech Check 4

## Overview

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The symposium will be held online from 8:00-11:00 a.m. CST (UTC-06/Chicago, USA) on November 30, December 1–4 and December 7–11.

Each session will be composed of several oral presentations—25 minutes each with a 2 to 3-minute question and answer session immediately following. A 20-minute panel discussion with that day's speakers, facilitated by the Session Moderator(s), will conclude the session. All live presentations will be recorded and available on the [conference website](#) as well as [The Tropical Soybean Information Portal \(TSIP\)](#).

AOCS will provide you with a comprehensive “Run of Show” document which outlines the entire session (i.e. who speaks, in what order, and for what duration). This document will be provided to you by [julie.may@aoacs.org](mailto:julie.may@aoacs.org) approximately 1 week before your scheduled session.

Speakers and moderators will join the live stream via a Zoom meeting 30 minutes before the stream begins at 7:30 a.m. CST (UTC-06/Chicago, USA). Access information will be provided to you by [julie.may@aoacs.org](mailto:julie.may@aoacs.org) approximately 1 week before your scheduled session. This is not the same URL that you use to view other presentations.

Symposium attendees view the live stream on the conference website and will not be in the Zoom meeting with presenters. Attendees may ask questions using a chat module. AOCS staff will copy and paste all questions into a Google sheet shared with the session moderator who will read aloud select questions for the presenter to answer.

# Provide moderator profile information

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Information to populate your profile and promote your session is collected via an online form. Please visit <https://fs10.formsite.com/AOCS/AOCSSoybean/index.html> to provide:

- Contact information
- Biography
- Presentation title
- Profile photo

You will also need to agree to the [AOCS Speaker agreement](#).



**Please provide moderator profile information by November 1<sup>st</sup>**

## Moderator responsibilities

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Session moderators introduce the session and each speaker as well as facilitate the panel discussion.

- **Session introduction (5 minutes)**

Provide a brief preview of session content

- **Speaker introductions (>3 minutes)**

Briefly introduce each speaker (no more than 3 minutes in duration). Speaker profiles will be available on the website (<https://www.aocs.org/attend-meetings/soybean-360-agro-processing-in-sub-saharan-africa>).

- **Post-presentation wrap-up (>3 minutes)**

After a speaker concludes their presentation the moderator will thank them and ask one pre-prepared question. You will then transition to the next speaker.

- **Facilitate the panel discussion**

Moderators will invite all speakers to the panel discussion and facilitate audience questions.

Attendees will place questions into a chat module on the conference website. Staff will copy and paste all questions into a Google sheet shared with the session moderator who will read aloud select questions for the presenter or panel to answer.

- **Close the session (>5 minutes)**

Provide closing remarks and thank speakers and attendees.

## Rehearse your live presentation

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Rehearsals will provide an opportunity to familiarize your self with the Zoom meeting controls, test your audio and webcam, and practice sharing your screen. An overview of what to expect will be provided and staff will be available to answer any of your questions about presenting virtually.

Open call rehearsals are available the following dates and times. You may join anytime during the indicated hour. Access information will be provided Annette Donnelly ([annette5@illinois.edu](mailto:annette5@illinois.edu)) via email.

- November 17, 8:00-9:00 a.m. CST (UTC-06/Chicago, USA)
- November 19, 10:00-11:00 a.m. CST (UTC-06/Chicago, USA)
- November 23, 2:00-3 p.m. CST (UTC-06/Chicago, USA)
- November 24, 9:00-10:00 a.m. CST (UTC-06/Chicago, USA)

Should you be unable to join any of the open call rehearsals, please visit <https://my.timetrade.com/book/4N2X6> and select your desired date and time to schedule your private rehearsal.

## Day of livestream (what to expect)

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Presentations will be delivered via Zoom. You will be able to see and hear your session moderator, as well as AOCS staff who are managing the live session within the Zoom meeting.

Speakers will join the live stream via a Zoom meeting 30 minutes before the stream begins at 7:30 a.m. CST (UTC-06/Chicago, USA).

Symposium attendees view the live stream on the conference website and will not be in the Zoom meeting with presenters. Attendees may ask questions using a chat module. AOCS staff will copy and paste all questions into a Google sheet shared with the session the moderator who will read aloud select questions for the presenter to answer.

To communicate with AOCS staff or other presenters please use the chat within Zoom. The Zoom chat is *not* accessible by session attendees.



**Only join the live stream with the Zoom meeting link. Please do not open or join the live stream on the AOCs website as this will cause audio feedback.**

## Day of Instructions

- Join the meeting muted and with your webcam off
- It is preferred that all speakers join the livestream 30 minutes prior to the beginning of the session (7:30 AM CST | UTC-06). Should that not be possible, please join the livestream at least 30 minutes prior to your presentation time for a system check and instructions.
- Google Chrome is the preferred browser to access the livestream.
- Connect your laptop to power (do not use battery only).
- Plug computers into a hard internet line with an ethernet cable, if possible. If using Wi-Fi, please move as close to the router as possible.
- Shut down VPN, email, instant messaging, and any programs not being used. This will insure a strong internet connection throughout the stream.
- Turn off desktop notifications on the presenting computer.
- Turn off or mute all phones.

## Contact information

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If you have questions about the 360 Symposium, please contact Annette Donnelly, Visiting Research Specialist at the Soybean Innovation Lab, at [annette5@illinois.edu](mailto:annette5@illinois.edu) or +1 217-377-8317.

If you have questions about giving your live presentation or need technical support, please contact Amy Garren, Director, Brand and Digital Strategy with AOCs, at [amy.garren@aoacs.org](mailto:amy.garren@aoacs.org) or +1 217-898-0033 (mobile).