



Guide for **Session Moderators** in **Paper Sessions**

Academy of Management
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Session Moderator in a Paper Session

General Guidelines for **ALL** Session Formats

Prepare before the Session Starts

- Use the Online Program to review the session you are moderating.
- Arrive prior to the scheduled start time.

Manage Introductions

- Announce the session title.
- Introduce yourself.
- Introduce presenters. If a presenter is absent inform the audience.
- Describe the session format. Generally paper sessions are 90-minutes. To ensure equal time, we recommend allowing each speaker to present for 10 minutes, holding questions and discussion until all speakers have presented.

Time Keeping

- Stress the importance to presenters of staying on time. The audience relies on you to ensure that speakers have equal time to present and discuss their work.
- Begin closing the session 2-3 minutes before the scheduled end time.

Manage and Encourage Conversations

- Prepare a few comments or questions of your own to get conversations started.
- Encourage questions. Ask questioners to self-identify themselves. If a question takes more than 30 seconds, ask the questioner to get to the point quickly.
- Facilitate conversations amongst the presenters.

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In-Person Session Format

See the “General Guidelines for ALL Session Formats”.

Additional items for “*in-person*” session format:

Time Keeping

In an in-person session there are various strategies for giving presenters their 3-minute and subsequent warnings including:

- holding up fingers (3 ... 2 ... 1 at each minute)
- holding up a piece of paper with the number of minutes remaining
- using an audible timer such as a smart phone
- standing up at the speaker’s end of time and thanking them

See the “General Guidelines for ALL Session Formats”.

Additional items for “*Virtual-Only: Zoom (webinar style)*” session format:

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***Virtual-Only:
Zoom (webinar)
style
Session Format***

Technical setup and facilitation is provided.

Moderate the Zoom Chat

- Post comments or questions of your own to get the interaction started.
- Monitor for inappropriate content or tone.

Time Keeping

- Use the Zoom chat to alert a remote presenter to begin to wrap up as they come close to the end of their allotted time.

Manage and Encourage Conversations

- Manage participants' mute as they participate with audio questions and comments.
- At the scheduled session end time encourage participants to continue in the virtual platform chat or to set up private meetings on the virtual platform.

See the “General Guidelines for ALL Session Formats”.

Additional items for “*Virtual-Only: Zoom (meeting style)*” session format:

Technical setup and facilitation provided.

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Virtual-Only: Zoom (meeting) style Session Format

Manage Introductions

- Remind participants to mute themselves.

Moderate the Zoom Chat

- Post comments or questions of your own to get the interaction started.
- Monitor for inappropriate content or tone.

Manage the Zoom Hand Raising Feature

- Facilitate audience participation.

Manage Zoom Screen Sharing

- Facilitate participation by the remote audience.

Time Keeping

- Use the Zoom chat to alert a remote presenter to begin to wrap up as they come close to the end of their allotted time.

Manage and Encourage Conversations

- Manage participants’ mute as they participate with audio questions and comments.
- At the scheduled session end time encourage participants to continue in the virtual platform chat or to set up private meetings on the virtual platform with each other.

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Hybrid Session Formats

See the “General Guidelines for ALL Session Formats”.

- **Combine the strategies** of the *in-person* session format with the appropriate type of virtual-only session format for your session.
 - **If your session is** “Hybrid *View*: Seattle + Virtual, *Zoom webinar style*” then combine “In-person” with “Virtual-Only (*webinar style*)”.
 - **If your session is** “Hybrid *Interactive*: Seattle + Virtual, *Zoom meeting style*” then combine “In-person” with “Virtual-Only (*meeting style*)”.