

MODERATOR GUIDELINES

Dos

Be sure you can pronounce everyone's name.

Watch the time carefully. Give participants a one-minute warning when necessary.

Keep control of the session and keep it moving along at all times.

Limit introductions to two or three sentences.

Don'ts

Don't let anyone run overtime. Be firm about stopping violators.

Don't let questions or answers run more than a minute or two.

Don't allow back-and-forth arguments. Tell participants to continue their discussion after the session.

Don't allow interruptions.