

Moderating at the Raptor Research Foundation Conference

Created by RA McCabe & MS Garcia-Heras | 2026



Why Moderate?

- Develop your professional network.
- Opportunity to connect with your peers.
- Getting your name out there!
- Give back through volunteering.



Your role as Moderator

Arrive early & confirm talks are uploaded to computer desktop & speakers are present

- Arrive at least 10 minutes before the start of your moderating session.
- A volunteer will be floating around to help presenters upload their talks from their personal USB/flash drive to the conference computer. We asked presenters to name their talks with their abstract ID and full name (example: S10_SurnameFirstname).
- Each session will have a dedicated folder on the computer desktop to help organize the order of the talks.
- If a talk or speaker does not show up, inform the audience of this change at the start of the session.

At the start of the session, stand up and give a short introduction.

For example:

“Welcome to the Movement Ecology Session I, we have a great line up of talks this morning. My name is [your name] and I will be moderating today. We are kicking off the session with the first presenter [name of presenter] who will be talking about [can read or summarize title of talk]”...

Your role as Moderator

Be a good
timekeeper,
enforce time
limits

- Please keep the session on schedule as this is very important for keeping the concurrent sessions in sync and giving attendees the chance to switch rooms and attend other talks.
- Each room will have 5, 2 and 1-minute cards available for you to hold up to the presenter to let them know how much time is left in their talk. Please use a watch or timer on your personal device to keep time.
- If the speaker goes over the allotted time, you can politely stand up or interject the presenter. Also, let the audience know if there is no time for questions.
- If a talk ends early or a presenter does not show up **DO NOT** skip to the next talk, please wait until the scheduled time to start the next talk.



Reminder



General 15-minute Talks

15 minutes total

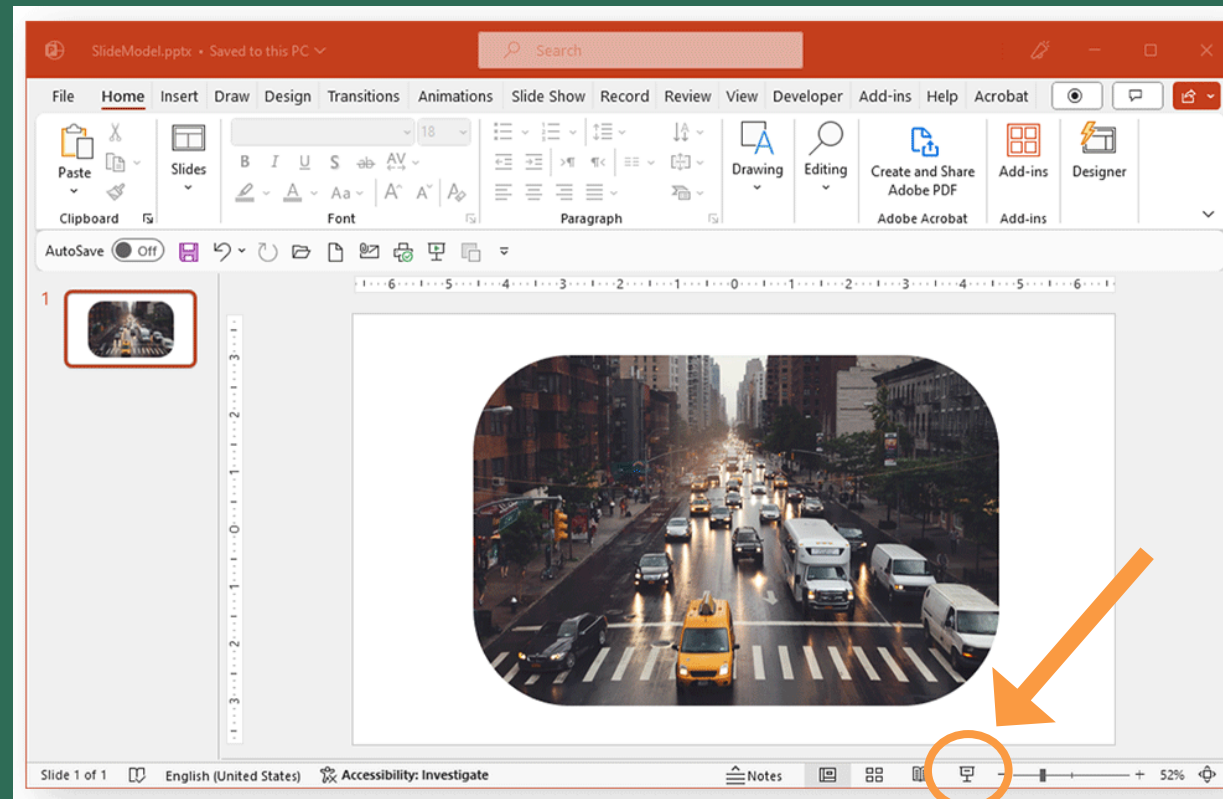
- 12–13 minutes for presentation and 1–2 minutes for questions/speaker transition.

Lightning Talks

7 minutes total

- 5–6 minutes for presentation and 1–2 minutes for questions/speaker transition.

In between presentations, help speakers put their talk in presenter mode, make sure they know where the pointer is, and introduce them.



Your role as Moderator

Maintain a friendly & inclusive space

- Your role as moderator is not only to make sure the session runs smoothly and on time, but we also ask you to make sure each presenter is treated with respect. This includes the interactive Q&A at the end of a talk.
- RRF expects conference attendees to be able to engage in open discussions free of discrimination, harassment, and retaliation. RRF strictly prohibits any degree of intimidating, threatening, or harassing conduct during our conferences.
- Please review the [code of conduct](#) on the RRF website prior to the conference.
- Contact Conduct Committee Co-Chairs with any questions or concerns.

At the end of the session (when the last presenter concludes their Q&A) please stand up to signal the end of the session.

For example:

“And that concludes the session on [topic here]”...

Thank all the presenters and the audience for attending!

**THANK YOU
for moderating!**

