

# Moderators Guidelines

2023 Wichita Property Tax Conference

**OBJECTIVE:** an educational forum where speakers and participants can engage in a meaningful exchange of ideas and opinions.

**MODERATOR DUTIES:** you are responsible to see that your session(s) fulfills this objective.

## Planning Your Session

- First complete the objective statement so that you have a plan and any details of your session.
- Draft an informative title that describes the content of the session.
- You have an obligation to the attendees to insure that the program (depending on the topic) is balanced in terms of opposing views. All sides of the issue should be addressed.

## Contacting Speakers

- Do not wait to get a speaker! Potential speakers should be identified and contacted to explain the session, ask for their participation, and get their commitment.
- Speakers are expected to fund their own travel, lodging, and other expenses for the conference. If a speaker you select is unable to fund their trip, contact the Conference Chair (Claire Chase). Speaker reimbursements are not automatic and will not be approved without prior approval. Reimbursements are for airfare and hotel only.
- You will need to send the following to [Tracy.Rittmueller@wichita.edu](mailto:Tracy.Rittmueller@wichita.edu)
  - **The title of the session**
  - **The full name of the speaker**
  - **Speakers title, organization, address, phone and email**
  - **A short 1-page bio on the speaker**

**The deadline for the above information is March 31, 2023.**

Names not received by the deadline risk not appearing in the final brochure.

## Moderating the Session

- You are responsible for coordinating and moderating the actual presentation.
- Introduce each speaker just before each one speaks.
- Direct the audience to the WHOVA app and the session you are moderating. Encourage participants to use WHOVA to rate the session.
- Additionally, **you need to carefully control the timing of presentations to allow each speaker equal time, if appropriate, as well as time for audience discussion and questions at the end.** (When confirming your speaker, make certain they know how much time is allotted for their presentation).
- There will be students with microphones available to take into the audience for questions,