



MODERATOR GUIDANCE

Capitol Hill Ocean Week 2024

**** ARRIVE 15 MINUTES EARLY IN THE GREEN ROOM FOR YOUR SESSION ****

Thank you for lending your knowledge and expertise to enrich our CHOW discussions!

The role of the moderator is critical for a successful plenary. A strong moderator who is intimately familiar with the discussion topic is invaluable in both setting the context for the conversation, centering our work in communities, and keeping appropriate dialogue moving during moderated discussion and Q&A session. It is vital that speakers and moderator connect before the session to coordinate flow of the conversation, ensure little or no overlap on content, and ensure panelists' questions are answered in advance.

Pre-Planning and Panel Coordination

- Foundation staff will assist the moderator in arranging all-panel conference calls.
- Moderators and speakers are expected to make time for these conference calls to facilitate introductions, coordinate flow, and identify target issues and questions.
- Moderators and/or speakers may request assistance in arranging additional conference calls; Foundation staff will be happy to help.
- CHOW centers in conversation and dialogue among our speakers. However, if your panel will be using slides as part of the discussion, please use the CHOW slide template and submit it via this Hub and prior to the deadline listed above. Please work with the Foundation team if you plan on using multimedia (video/audio) content.

Stage Set-Up

- Please let us know in advance what we can do to ensure accessibility and comfort while you are on stage for the session. We will make every effort to meet needs and create a collaborative environment for you.
- The stage is set up in a "living room style" with individual chairs for the moderators and speakers with low tables in the front to set up an inclusive discussion environment. Water and glasses are also provided on the stage.
- For panel plenaries, all panelists will be seated on the stage, unless stated otherwise, for the duration of their panel session. Please remain seated at the stage for the moderated discussion and Q&A session.
- For opening remarks and keynotes, there is a podium or option for wireless lapel mics.
- Check out CHOW 2023 videos and photos at marinesanctuary.org/chow-2023-archive.

Immediately Prior to the Panel (meet 15 minutes early)

**** The logistics briefing will take place in the Green Room off the Main Stage/Ampitheater. If you need help finding the Green Room, go to Registration where staff can escort you directly.**

- Foundation staff will hold a logistics briefing 15 minutes prior to the panel start.
- This pre-session meeting provides a quiet space for participants to make re-introductions, review any last-minute details, and get fitted for personal lapel microphones.
- Ronald Reagan Building technicians will help with the placement of the lapel microphone, but please consider this for your attire since we want to hide the microphone wire.



An Example Standard Run of Show

Each session can take on different formats and elements to support the best conversation and dialogue for that topic. Below is a “standard” run of show focused on moderated discussion.

- **Welcome and Opening Remarks Introduction:** Foundation staff will call the session to order, make necessary announcements, then introduce the opening remarks speaker.
- **Opening Remarks:** Opening speaker(s) will provide brief remarks from the podium.
- **Session Overview:** Foundation staff will introduce the session and the moderator.
- **Panel Introduction:** The moderator will introduce themselves briefly, state the name of the panel, provide brief context-setting remarks, and then introduce the panel speakers. Brief bios of each speaker will be provided to the moderator in advance.
- **Moderated Discussion:** CHOW focuses on bringing together the major experts and leaders on key issues to engage in a moderated discussion. This focus on collective dialogue rather than individual presentations or remarks provides unique access and insights into complex issues and connections that we need to make to advance ocean conservation. So, we encourage participants to help ensure that active dialogue continues between you, other panelists, and the moderator who will manage the discussion.
- **Q&A Session:** Written question cards from the audience will be handed to the moderator throughout the session. The moderator will review questions and integrate them into the discussion. The Foundation encourages the moderator to integrate questions directly into the dialogue and manage the flow of conversation.
- **Panel Close:** The Foundation staff will return to the podium to provide closing remarks to formally end the session.

Timekeeping

It is vital that sessions stay within their allotted times. If any of your panelists does not respond to the red, time-is-up signal, it is your responsibility as moderator to gently interrupt and encourage them to wrap it up immediately.

A timekeeper will be stationed in the front row in your line of sight. The timekeeper will signal:

- 30-min-remaining (yellow card flash),
- 15-min-remaining (red card flash), and
- 5-min-remaining (red card remains) - offer speakers final remark/take away