



## **MODERATOR RESPONSIBILITIES**

A moderator is a key person at AGRM conventions. He or she is responsible for enabling the presenter to teach and interact in an environment in which convention guests will have the maximum opportunity to learn practical and applicable principles. This highlights some key responsibilities of a moderator.

### **HOST**

You will be the room's host and will greet attendees, encourage participants to complete evaluations, make sure temperature and lighting are satisfactory, request additional copies of handouts, and be aware of the time. The presenter will depend on you to relay or take care of needs he/she may have throughout the session. Please stay in the room during the duration of the presentation and sit next to the door the attendees enter and exit through. Place the MODERATOR name tent (found in your moderator bag) on the chair to hold it for you. Only AGRM staff may make requests to the hotel (please use your cell phone to call the seminar contact person in the convention office to relay the need. You can reach Lisa at 719-331-3686 or Justin at 903-714-6735.

### **MODERATOR BAG**

On the mornings of your seminars, please arrive at the convention office 45 minutes prior to the first seminar to pick up your moderator bag, which is prepared with materials for each seminar. At the conclusion of the last seminar of each day, promptly return the bag to the convention office. Do not leave your moderator bag in the seminar room or take it off the convention site.

### **SEMINAR SIGN AT ENTRANCE DOOR**

Check the sign at the seminar door to make sure it's displaying the correct seminar (if not correct, carefully pull out the top sign – the one under it should be correct – discard the old sign). Remove this sign at the end of the seminar so the next event in this room is displayed – it may or may not be a seminar.

### **SEMINAR ROOM**

Check that the room is set in theater style with chairs facing the front and that the following items are in place: Podium, table, screen, appropriate electrical cords, power strip, and video projector. Technical assistants will deliver and set up projectors prior to the first seminar and remove them after the last seminar each day. Use your cell phone to reach your seminar contact person to relay problems.

### **RECORDING EQUIPMENT**

All seminars will be recorded unless the presenter has requested otherwise. Wait for instructions from the recording company, who will be coming around prior to the start of each seminar, regarding your role with the seminar recording process. Note that the mic provided is for recording purposes only and will not amplify the speaker's voice.

### **EVALUATION FORMS**

This year we'll be utilizing the convention app to collect session evaluations. Evaluations are what we use to plan the next year's seminar topics, presenters, and room assignments, so please encourage participants to complete the easy form on the app. We'll provide you with instructions that you can convey to session participants.

## **SEMINAR HANDOUTS**

If a presenter chooses to bring a handout, we have instructed them to provide 50 for each seminar. If additional copies are needed, please use the sticky note from moderator bag to write the number needed and seminar title. Attach the note to the top copy, bring to office, drop it off and return to your post. We'll bring it to you when it's ready. Any leftover handouts may be taken to the registration desk. If handouts were not printed, we do not have the capability to run copies for whole seminar sessions.

## **THE PRESENTER**

- Greet the presenter and assist with last-minute details.
- Confirm with the presenter that his/her information in the program is correct. If not, please make an announcement to attendees with correct information.
- Ask the presenter to give you basic information about themselves for your introduction of them.
- Assist the presenter when they request your help.

## **DURING THE SEMINAR**

- Start seminar on time
- Ask attendees to turn off cell phones
- Ask for a raise of hands of those who don't have an evaluation form & give them one
- Introduce the presenter
- Distribute handouts if available
- Ask appropriate questions when clarification is needed
- Don't allow anyone to monopolize the discussion (suggest for them to contact the presenter at another time)
- Keep the discussion moving
- Hold up the reminder signs for the presenter to see at the appropriate time
- Conclude presentation by thanking presenter and give instruction about evaluation forms
- Adjourn the session if it begins to run overtime

## **REFRESH THE ROOM**

Before the next seminar begins, pick up evaluations & trash and straighten chairs

***THANK YOU, THANK YOU, THANK YOU!***



### MODERATOR AGREEMENT

A moderator is a key person at AGRM conventions. He or she is responsible for enabling the presenter to teach and interact in an effective environment. This agreement helps both AGRM and the moderator understand what's expected from one another.

I, \_\_\_\_\_, desire to be a seminar moderator at AGRM's annual convention in Milwaukee, WI, June 12-15, 2018. The mission or other organization I'm associated with is \_\_\_\_\_.

Track Seminar Proposition: I understand that, if I am to serve in this capacity, I am required to register for the convention, and that in exchange for my service as a seminar moderator, AGRM offers me the ability to register at the special moderator rate of \$349, a significant discount from the published registration fee. Any other program add-ons or related expenses are my responsibility.

—OR—

"Walk in Wisdom Workshop" Proposition: I understand that, if I am to serve in this capacity, I am required to register for the convention, and that in exchange for my service as a "Walk in Wisdom Workshop" moderator, AGRM offers me the ability to register for the workshop I moderate free of charge, a value of \$104. Any other convention fees or related costs are my responsibility.

If I registered for the convention before agreeing to moderate, I understand that AGRM will refund the difference between my registration fee and the moderator rate. Otherwise, after being approved by AGRM to moderate, I may claim the moderator rate by writing "moderator" on the printed registration form (available on the last page of the brochure at <https://www.agrm.org/images/agrm/flipbook/18-Convention-16-Page/?page=16> or from Justin Boles) and adjusting the fee accordingly. Alternatively, I may call Marcy Sandoval at AGRM to register by phone and let her know I have agreed to moderate. Marcy's office number is 719.266.8300, ext. 100.

I agree to fulfill the responsibilities of a moderator (as outlined on the Moderator Responsibilities sheet) to the best of my ability. I agree to moderate each seminar in my assigned track or entire WIW Workshop, unless doing so is impossible and other arrangements have been made with AGRM's vice president.

I understand that if I am unable to fulfill my responsibilities as a moderator, I will pay the difference between the moderator rate and the published registration fee that was in affect when I registered.

\_\_\_\_\_  
Moderator Signature

\_\_\_\_\_  
Today's Date

  
\_\_\_\_\_  
AGRM Vice President

Please return this completed form by faxing to 719.266.8600; e-mailing to [jboles@agrm.org](mailto:jboles@agrm.org); or mailing to AGRM | 7222 Commerce Center Dr., Suite 120 | Colorado Springs, CO 80919

## **SESSIONS THAT NEED MODERATORS**

You will moderate only the track that you agree to moderate. You may choose one track or one Walk in Wisdom Workshop. Those tracks that already have moderators have been crossed out. Moderator positions are filled on a first-come, first-served basis.

I would like to moderate:

### **TRACKS (Five 75-minute seminars per track)**

- ~~Client and Culture~~
- ~~Strategic Thinking~~
- ~~Radical Hospitality~~
- Transformational Programming I **AVAILABLE**
- ~~Transformational Programming II~~
- ~~Resource Development I~~
- ~~Resource Development II~~
- ~~Operations & Administration I~~
- Operations & Administration II **AVAILABLE**
- Enterprise **AVAILABLE**
- ~~Public Image~~
- ~~Association of Christian Thrift Stores~~

### **WALK IN WISDOM WORKSHOPS (Four sessions, just under five hours each, including lunch)**

- ~~The Perpetual Prayer Journey of a Godly Leader~~
- Biblical Diversity for Those Tired of Hearing About It **AVAILABLE**
- ~~Start-Up Fundraising for Small Missions and Ministries~~
- ~~Changing a City through Purposeful Collaboration~~

Justin Boles will contact you within one week if your chosen session is available to moderate.

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Name (Please Print)

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