

# MODERATOR GUIDE

OFFICIAL HELP GUIDE FOR DCHC 2021

To Do:

REGISTER FOR  
CONFERENCE

EMAIL [DCHC@GMU.EDU](mailto:DCHC@GMU.EDU)  
WITH ANY QUESTIONS

[HTTPS://DCHC2021.AS.ME  
/SCHEDULE.PHP](https://dchc2021.as.me/schedule.php)

*Congrats!*

**DR. KAMI SILK**

2021 Charles Atkin Distinguished  
Translational Health Communication  
Scholar Award Winner

Join us for Dr. Silks closing keynote  
on Saturday 4/24 @ 11:30 A.M.

## Guidelines for Moderating Presentations

We know that for many of us attending virtual conferences adds a layer of uncertainty. This guide is aimed to help reduce uncertainty and help you navigate your day as a moderator.

- Thank you again for volunteering to moderate!
- Before the conference you received the abstracts from your panel in an email from DCHC. Let us know if you need to clarify anything with one of your authors leading up to the conference and we can connect you.
- Use the [interactive program](#) to navigate to your panel and use your credentials to gain access
- The day of the session please arrive 20 minutes early for your session. Authors are being told to arrive 15 minutes prior. You will have "host" permissions in the session.
- In your session you will be responsible for managing time, running any Q&A, and keeping conversation going.
- Remind attendees to stay "muted" and to use the "raise hand" feature during Q&A for their questions (the "Raise hand" feature is located under "reactions").
- You will have a DCHC staff member in your session. They will help out by recording, muting attendees who might be distracting, addressing logistical questions in the chat and will contact our conference managers directly if there are any major technical issues.
- Authors will have screen sharing capabilities in each session, so they may run their own visual aids (if applicable). DCHC Staff can give permissions if that is an issue.

**IF YOU ARE NOT PRESENTING  
PLEASE KEEP YOUR "MUTE"  
BUTTON ON.**



**IF YOU WOULD  
LIKE TO ASK A  
QUESTION DURING  
Q & A, PLEASE USE  
THE "RAISE HAND"  
FEATURE ON  
ZOOM.**

