Moderator

1 Prepare

Check session outcomes ☐

Determine the needs of participants ☐

Review faculty's strength and weaknesses ☐

Brief faculty ☐

Identify links and themes ☐

2 Arrive early

Get to know the venue layout ☐

Liaise with the chairman and administrator ☐

Introduce yourself to faculty ☐

Check biographical details of faculty ☐

Check links and themes ☐

Develop plan for dealing with difficulties ☐

Agree on time signals ☐

3 Opening remarks

Welcome ☐

Housekeeping ☐

Purpose of module ☐

Relevance ☐

4 During each session

Introduce the lecturer ☐

Link with previous sessions ☐

Keep to time ☐

Lead applause ☐

Invite questions ☐

Summarize ☐

5 Closure

Thank faculty, participants and support staff ☐

Confirm achievements ☐

Recall major learning outcomes ☐

Relate to future ☐