Roles for Moderators and Chairs

Moderator

In the RT sessions, the moderator is the active leader of the panel. The task of the moderator is to organise the content of the panel, coordinate the topics of the individual speakers, lead the discussion and take the questions from the audience. Any transfer of tasks from the moderator to the chair (or vice versa) ahead of the panel is at the discretion of the individual panels.

In the IC sessions, the speaker selected to act as Moderator is the active leader of the course. The task of the moderator is to organise the content of the course, coordinate the topics, lead the discussion, time-keeping and supervising questions from the audience.

Chair

The chair has the task of supervising the session "on the day". This means introducing the speakers in KL sessions and introducing the moderator in RT sessions (who will then usually introduce the rest of the panel). Furthermore, the chair will have the task of time-keeping and supervising questions from the audience. In RT sessions, the chair can assist the moderator during the panel in case the necessity arises. Any transfer of tasks from the chair to the moderator ahead of the panel (or vice versa) is at the discretion of the individual panels.

Session Formats

RT – Round Table
IC – Instructional Course
KL – Keynote Lecture