**CATR 2023 Moderator Guidelines**

Moderators enact the core mission of the conference by ensuring a smooth and generative experience for all both during and between panels. Here are the key moderator guidelines:

**Pre-Conference**: Please acquaint yourself with your panel presenters’ abstracts (available on [the conference website](https://theatreagora.ca/) program). We recommend that you make contact with your panelists in advance to introduce yourself and ask for their brief (50-100 word) bios. Be sure to support access and share the “How to Make Your Conference Presentation More Accessible” and the “How to Share Your Online Access Paper” documents with presenters. A traditional format includes a self-introduction and introduction of the panel subject, followed by panel presentations and questions. Presentations are often preceded by a bio intro from the moderator. If a different format will be used, formulate it carefully with your panelists in advance. In any event, we request that you keep to the order of speakers that is listed on the conference website in order to allow audience members that need to skip between panels to do so more accurately. As it can be difficult to interrupt panelists who go over time, encourage them to time their presentations in advance. Please let your presenters know that a projector, computer, and speakers will be provided for each in-person panel. Please ask your presenters to bring their presentations on a data stick or on their own laptop (with HDMI dongle) with a backup option too. Online access is through Zoom links accessible on [TheatreAgora](https://theatreagora.ca/).

**Before the Panel**: You and your panelists should arrive to the session 10-15 minutes early to ensure either the in-person room is suitably equipped and/or the Zoom Room is ready to admit people. Please discuss with your panelists how to keep them aware of the time as it is important that presentations do not go over to ensure that all panelists are treated fairly, there is time for questions, and sessions do not overlap. Remind presenters to be mindful of their speaking pace to keep presentations accessible. For sessions with in-person elements, any necessary tech and equipment should already be set up in the room prior to panel start times. Every Zoom Room session will have a tech assistant present throughout to troubleshoot. Conduct a sound check for those online and (if applicable) in-person. For persistent issues, contact the Conference Coordinator immediately (see below). In-person moderators should also encourage participation in-person and online.

**During the Panel**: CATR encourages each Moderator to begin their session with a Land Acknowledgement for their current location. Please inform your audience of how the presentation will unfold. Please introduce your live captioner and/or ASL interpreters, if applicable. For blind or low vision audiences, encourage speakers to provide a brief visual description of themselves and the most pertinent visual information about their immediate surroundings at the beginning of their presentations. Remind online attendees to mute microphones when not speaking and monitor to make sure presenters can be heard. With your Zoom Room Assistant, please keep time. If papers go overtime, trim the question period to end on time. If necessary, you can ask Zoom Room Assistants to mute unruly participants, put them in the waiting room or remove them from the room.

**Question Period**: To get the conversation started, please launch the question period with a question of your own. For blind or low vision audiences, encourage all speakers to identify themselves by name and their personal pronouns before speaking and conclude any statements with the phrase “end of thought.” If an audience question is inaudible/unclear, please ask them to repeat, rephrase or simplify their question. Conclude by thanking your panelists and the audience.

**For moderation and other conference questions, please email the Conference Coordinators, Luciana (in-person coordinator), at** [**lucianasfernandes0@gmail.com**](mailto:lucianasfernandes0@gmail.com)**, and Dave DeGrow (on-line coordinator) at** [**dave.degrow@gmail.com**](mailto:dave.degrow@gmail.com)**.**