

Guidelines for Moderators at MAA Seaway Section meetings

As a session moderator, you play a key role in fostering an inclusive, respectful, and professional environment. Please help ensure that all voices are heard and that our meetings reflect the values of the Seaway Section.

1 Before the Session

- Confirm timing, name pronunciation, and Q&A expectations with each speaker beforehand.
- Remind speakers of our guidelines for speakers.
- Familiarize yourself with the technology available or local resources so you can help the speaker prepare to present.

2 Time Management

- Start and end on time.
- Provide time signals (e.g., 5 minutes, 2 minutes, time's up).
- Be prepared to politely but firmly cut off speakers who exceed their time slot.

3 Additional Recommendations

- Encourage diverse participation.
- If a comment crosses a line or strays from the subject, remind the participants to keep the discussion respectful and on-topic.
- Refer concerns to a meeting organizer or Executive Committee member.