



Moderator

During and after your event

# Moderator best practices



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# Moderators – the secret to success

A moderator is an extra set of eyes, ears and hands managing the virtual logistics and audience, so the speaker can focus on content, ensuring a smooth session. Presenters should not have to think about anything else other than showing up, good audio/video quality and delivering their content. Moderators improve attendee engagement, minimize load on technical support staff and provide event polish with pre-designed introductions and closing messages in larger scale events. Share our [Moderator Checklist](#) with your staff to get started.

## Support for presenters

- ✓ Resolve basic technical issues
- ✓ Manage audience mute/unmute in Teams meetings
- ✓ Moderate panel sessions
- ✓ Take session notes
- ✓ Download/transfer recordings and transcripts
- ✓ Gather session data

## Support for attendees

- ✓ Triage and aggregate similar questions
- ✓ Answer basic technical issues
- ✓ Provide links/pointers to content
- ✓ Provide follow up to specific attendees
- ✓ Open/close session and Q&A segments