



Town Hall & Professional Development Forum Moderator Overview

Thank you for serving as a session moderator! Your leadership helps create a meaningful and professional experience for attendees. Please review the following guidelines:

✓ Before the Session

- Arrive **5 minutes early** to the session room.
- Prepare **1–2 questions or comments** to help initiate discussion if needed.

🗣 Starting the Session

- **Welcome** attendees.
- **Announce** the session name.
- **Introduce** yourself, including:
 - Full name
 - Professional title/role
 - Place of employment

🕒 During the Session

- Sit in the front row of the session room and monitor the time.
- Take brief notes on:
 - **Key themes**
 - **Ideas for APHON leadership**
 - **Potential educational opportunities**

📝 Closing the Session

- **Thank** attendees for their participation.
- Refer attendees to the **APHON Conference App** for details on upcoming sessions.
- **Complete the evaluation form**, including session notes.

