



**Council on Licensure,
Enforcement & Regulation**

Promoting Regulatory Excellence

RESPONSIBILITIES OF PROGRAM SESSION MODERATOR

1. Welcome audience.
2. Introduce topic of session and give brief remarks about it. We suggest that as moderator you review the session to provide your own synopsis for your introductory remarks.
3. Introduce each presenter in turn.
4. Keep track of time allotted to each presenter and slip a warning note to each when the agreed-upon time is elapsed.
5. When presenters are finished, recognize questions from the audience, repeat the question for the benefit of the audience, and assign a presenter to answer each.
6. End the session by thanking the presenters. Thank the attendees and remind them to complete the session evaluation.