

# Guide for Session Moderators in Paper Sessions

Academy of Management  
Annual Meeting

## **Prepare before the Session Starts**

- Use the Online Program to review the session you are moderating.
- Arrive prior to the scheduled start time.
- Check to see if any presenter uploaded a pre-recorded video presentation for their paper. Be prepared to play that video presentation for the session audience if no presenter for that paper attends the session in-person.

## **Manage Introductions**

- Announce the session title.
- Introduce yourself.
- Introduce presenters.
  - Inform the audience if an uploaded pre-recorded video presentation will be played for a paper whose presenters are not attending the session in-person.
  - Inform the audience if a paper is withdrawn (and will not be presented).
  - Inform the audience if a presenter is otherwise absent.
- Describe the session format. Generally paper sessions are 90-minutes. To ensure equal time, we recommend allowing each speaker to present for 10 minutes, holding questions and discussion until all speakers have presented.

## **Time Keeping**

- Stress the importance to presenters of staying on time. The audience relies on you to ensure that speakers have equal time to present and discuss their work.
- Begin closing the session 2-3 minutes before the scheduled end time.

In an in-person session there are various strategies for giving presenters their 3-minute and subsequent warnings including:

- holding up fingers (3 ... 2 ... 1 at each minute)
- holding up a piece of paper with the number of minutes remaining
- using an audible timer such as a smart phone
- standing up at the speaker's end of time and thanking them

## **Manage and Encourage Conversations**

- Prepare a few comments or questions of your own to get conversations started.
- Encourage questions. Ask questioners to self-identify themselves. If a question takes more than 30 seconds, ask the questioner to get to the point quickly.
- Facilitate conversations amongst the presenters.