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.

Manage Introductions

- Announce the session title.
- Introduce yourself.
- Introduce presenters.
  - Inform the audience if a paper is withdrawn (and will not be presented).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.

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.