

ABA YLD Conferences and Meetings Program Chair/Moderator Duties

1. **Start and end your program on time.** The conference will be well-attended and will involve a number of conference rooms running simultaneously. An orderly movement of attendees among programs requires starting and ending programs on time.
2. **Room monitors.** There will be volunteer monitors in each program room, and you should work with them and/or Division staff if you encounter any technical difficulties before or during your program.
3. **Effectively ration time among speakers.** Related to point #1, allot sufficient time for each speaker and questions-and-answers at the end of the program. Many speakers have traveled long distances to make presentations at the conference, and it is less than optimal to have speakers rush through a 15-minute program in five minutes. While we ask that you be polite at all times, it is extremely unfair to the other speakers to allow anyone to go over their allotted time. Remind speakers when they have five, two, and one minute(s) left in their presentation. If necessary, be forceful in cutting people off after their time is up.
4. **Opening remarks.** In your opening remarks for your program, you should (a) welcome attendees to the session; (b) ask attendees to silence their cell phones and Blackberries; (c) remind attendees to fill out program evaluations (that will be in the back of or just outside each meeting room); (d) remind attendees that conference handouts are available on the YLD website (e) if the session is a CLE remind NY and DE attorneys to sign-in and out of the session. Other attendance can sign-in once for the entire conference by the registration desk. (f) introduce the program's topic and speakers (brief bios will be provided). You can introduce speakers all at once at the beginning of the program or before each speaker starts his/her presentation.
5. **Program presentations.** If the room has microphones please remind your speakers to talk directly into them. Further, facilitate questions-and-answers from attendees.
6. **Concluding the program.** At the conclusion of the program, you should (a) thank the speakers; (b) thank the attendees for coming; (c) remind attendees to fill out the evaluation forms, if applicable the CLE attendance sheets; and (d) close the session (on time).

Thank you!