**Payments Conference Moderator Guidelines**

The purpose of a moderator is to set the tone and pace, control of the content and guide the discussion to meet attendee’s expectations through a panel format. To provide the most amount of time for a panel discussion we recommend following these guidelines on the day of your session –

* Moderators should take no more than 5 minutes to introduce the panelists and provide an overview of the session topic(s).
* State to attendees the two overarching identified questions the panel will answer by the end of the session (provided in acceptance email and can either be verbally stated or included on a PowerPoint slide).
* Ask panelists questions that provide the opportunity for them to dive deeper into the topic(s) provided in the introduction. Moderators should not be providing the bulk of the content.
* Guide panelists so no one speaks for an extended amount of time. When asking the panel a question, each panelist should only have a few minutes to answer before the next panelist answers. It’s perfectly acceptable to cut a panelist off in order to move on.
* When planning out the session, leave time for attendee questions either throughout the session or at the end.

For additional guidance:

* [How to Moderate a Panel Like a Pro](https://hbr.org/2013/05/how-to-moderate-a-panel-like-a)
* [Moderating a Panel: 8 Ways to Run and Excellent Discussion](https://www.huffingtonpost.com/karen-hough/moderating-a-panel-8-ways_b_5242146.html)
* Toastmasters International - [How to Moderate a Panel Discussion](https://www.toastmasters.org/Magazine/Articles/How-to-Moderate-a-Panel-Discussion)
* [How to be a Good Panel Moderator](https://www.inc.com/sims-wyeth/how-to-be-a-good-panel-moderator.html)