

FOR MODERATORS

MAP YOUR ROUTE

1

Think about where you want to be 10 or 30 minutes into your session

Work with panelists to keep the presentation on track and on time.

Think about what you want attendees to see, hear and learn about during your presentation.

2

Consider the flow of your presentation—look for connective links

Think about the common themes and audience background that, joined together, will drive the session's narrative.

3

Don't feel duty-bound to stick to a script

Attendees are very engaged, so expect to receive unanticipated discussion points or questions from the audience.

ABOUT THE PRESENTATION

1

Create your PowerPoint presentation

The best slides are visually enticing and comparatively spare in content.

2

Offer practical advice and functional guidance

Conclude your presentation with three to four "takeaways," or applicable lessons that can be utilized once attendees return home.

3

Deliver your final presentation

Final presentations must be submitted one month in advance.

QUICK NOTE ON POLLING

Polling may be available, but it must be set up in advance. Let the audience know all sessions are recorded, and therefore any questions must be asked using a microphone. An ACAMS events team member will be monitoring the room to ensure everything runs smoothly.

THE BOTTOM LINE

You and the panelists are the main attraction.