



Tips for Moderators

- Conduct the meeting in a polite, friendly manner, but be assertive enough to break in and keep the candidates/speakers on track.
- Be familiar with the forum script-practice...practice...practice!
- Once candidates or speakers have begun, do not interrupt unless their remarks exceed the time limit or constitute a personal attack. Candidates may make positive comments about other candidates, but personal attacks are not permitted.
- Jot down the gist of audience questions in case you have to repeat any. If the sound system should go awry, repeat each question so everyone hears, and ask all to speak loudly.
- If you believe that a speaker didn't hear the question, you may repeat it.
- When a question is directed to only one candidate/speaker, all should be asked to answer if that was the rule established. When questions are addressed to "any" candidate/speaker, all should be allowed to respond.
- Use the question grid to keep track of the order of responses. Vary the order so speakers don't always speak in the same sequence and each has equal opportunity to reply first and last to questions.
- Be alert to timekeeper's signals. Allowing one candidate more time than another is a valid basis for criticism of the League's fairness policy.
- Audiences are quick to spot signs of partisanship. Avoid expressions of annoyance, agreement, or disagreement—keep a straight face no matter what is being said.
- Clothes for television: Solid colors, other than white, are less distracting to audience and cameras, and no jangling jewelry. Blue shirts with quiet ties are best for men.
- Relax!