



How to Moderate a Scientific Webinar

1. Prepare Thoroughly

- **Know the topic:** Familiarize yourself with the scientific subject, key terminology, and the goals of the webinar.
- **Understand your audience:** Consider their level of expertise. This will help adapt your language and manage discussions appropriately.
- **Review the agenda:** Know the timing, speaker order, and content structure.
- **Coordinate with speakers:** Meet ahead of time to discuss the flow, timing, and how you will handle Q&A.

2. Set the Tone

- Begin with a brief, professional welcome.
- Introduce yourself and your role.
- Provide a clear overview of the webinar's structure and goals.
- Set expectations for engagement (e.g., speech duration, when questions can be asked, whether chat will be monitored).

3. Introduce Speakers Effectively

- Use concise, accurate bios.
- Highlight each speaker's relevance to the topic.
- Pronounce names correctly and with confidence.

4. Manage Time and Transitions

- Keep introductions and transitions between sections short and smooth.
- Politely signal to speakers if they are going over time.
- Ensure the webinar sticks to the schedule as closely as possible.

5. Facilitate Q&A

- Monitor questions from the audience via chat or Q&A tools.
- Prioritize and group similar questions to save time.
- Read questions clearly and direct them to the appropriate speaker.
- Step in to summarize or clarify complex answers when necessary.

6. Maintain Engagement

- Keep your tone warm, professional, and interested.
- Avoid long pauses or dead air—fill with summaries or prompts.
- Encourage participation if applicable (polls, reactions, comments).
- Avoid dominating the discussion; Your role is to guide the conversation—not lead it. Let the experts share their insights and make sure all voices are heard, especially those of the panelists and audience.

7. Wrap Up Professionally

- Summarize key points or conclusions.
- Thank the speakers and attendees.
- Share next steps: follow-up materials, contact info, or upcoming events.
- End on time or within a reasonable window.

8. Post-Event Follow-Up

- Provide feedback to speakers.
- Help distribute recordings or resources.
- Gather feedback from attendees for improvement.