

2026 - Moderator Guidelines



We are delighted to welcome you as session moderator for the **Micronutrient Forum 7th Global Conference (MNF 2026)**, taking place in **Accra, Ghana & Online** between **28 September – 1 October 2026**.

Below, you will find important guidelines and key details to help you prepare for your session.

Your Role as a Moderator

As a session chairperson, you are responsible for the smooth operation and time management of the presentations within your session. Please review the following guidelines to help you prepare and effectively moderate your assigned session(s).

Your Schedule and Session Location

- Familiarize yourself with your session(s), speaker(s), and timings using the [interactive program](#).
- To view your personal schedule: [click here](#)
- Search for your name in the search bar. Once located, click your name to view details, including session timings and assigned presentations.
- Full program and session details will be accessible via the **Conference App**.
- You will receive information prior to the conference regarding downloading the App.

Session Guidelines

Before Your Session Starts

All sessions have a Q&A component, through the Congress App called “Ask the Speaker,” further explained below.

Q&A will take place at the end of the session, if there is sufficient time.

Arrive at your session hall at least 10 minutes before the scheduled start time to:

- Meet the AV technician
- Receive your **moderator iPad**
- Get a brief orientation on session features and technical support

kindly ask delegates to take their seats and move toward the front.

One minute before the first presentation:

- Introduce yourself by name and affiliation
 - Announce the session title
 - Politely remind attendees to silence mobile phones
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During the Session:

- **Welcoming both onsite and virtual attendees.**
- Introducing each speaker and presentation title, using the most up-to-date details from the **Mobile App**, a printed agenda will be provided for you as well.
- Strictly adhering to scheduled start and end times of each presentation, ensuring attendees can navigate between sessions
- Announcing a **two-minute warning** so that a speaker can time the end of their presentation and not overrun.
- Ensuring the speaker uses the microphone and speaks clearly
- Summarizing audience questions when needed, or clarifying if a question is not understood
- Notifying the in-hall technician immediately of any AV issues

If the session runs ahead of schedule:

- Solicit questions from the audience and lead a discussion
- If finished early, you may end the session

If a speaker is absent:

- Move directly to the next presentation

To End the Session:

- Thank the speaker and the audience for their participation.

Q&A Functionality

- Questions from attendees can be asked live or submitted via the “Ask the Speaker” feature in the app

"ASK THE SPEAKER" – How It Works

① This feature will only be visible in the app once the Congress begins.

During your session, please explain to the audience how to submit questions via the app:

- Open the **Conference App**
- Navigate to your session and select "**Interactive Features**"
- Click "**Ask the Speaker**"
- Type your question and press the green arrow to send

 Questions will appear on your moderator iPad for review. The in-room technician will assist you with this functionality.

Final Notes

Your attention to timekeeping, audience engagement, and technical coordination will ensure a successful and impactful session for all.

If you have any questions, please do not hesitate to reach out to us.

Best regards,

MNF 2026 Conference Secretariat