1 - Do some research on the topic of the panel you are moderating. Review the speakers' abstracts and familiarize yourself with the discourse.

2- Meet the speakers before the panel. If possible, set up a call or a group chat with the speakers and discuss the flow of the panel. Ask them about the perspectives they plan to bring to the discussion. This will help you better understand their presentations and make the Q&A easier.

3- Manage time effectively. It is the moderators responsibility to keep the presentation within the time parameters set for each speaker. This can be tricky when speakers are passionate about their presentations and lose track of time. Create a detailed agenda: set a realistic timeframe for your opening and introductions. Go through the agenda with the speakers before the panel discussion starts. Decide with the speakers how you will notify them when it is time to wrap up their presentations.

4- A template will be provided for the webinar complete with talking points and panelist bios. However, you are welcome to make changes so that it better fits your natural speaking and presentation style. Practice reading all portions ahead of time so that you do not stumble over words or portions.

5- Ask speakers how to pronounce their names, what pronouns they use, and how to pronounce any unfamiliar words in their abstract titles.