

As/of 1 May 2022

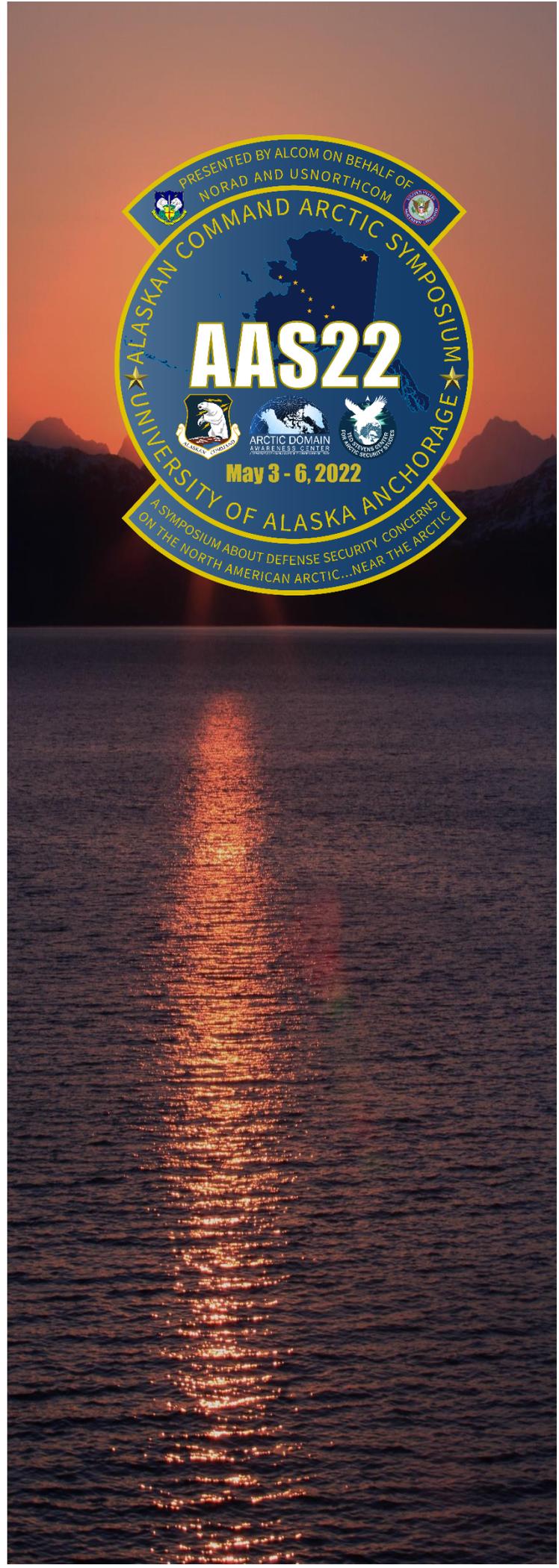


**Presented on behalf of
NORAD and USNORTHCOM**

Alaskan Command hosts

**Arctic Symposium 2022
2/3-6 May 2022
Anchorage, Alaska**

**Specific Reflections
for Moderators**





Introduction and Overview



In support of United States Northern Command (USNORTHCOM), Alaskan Command (ALCOM) (a subordinate unified command reporting to USNORTHCOM), located at Joint Base Elmendorf-Richardson (JBER) Alaska, is honored to host ***Arctic Symposium 2022*** (AAS22) a symposium about the Arctic, conducted near the Arctic. ALCOM AAS22 is planned principally as an in-person event but will have a number of virtual participation options from 3-6 May in Anchorage Alaska.

The following set of reflections are intended to complement the “Suggestions” for Panelists and Moderators, and are focused to support Moderator preparation to guide their panel:

AAS22 provides a complex 3.5 day venue that covers a myriad of topics by expert personnel. This event is planned as a “Hybrid” event...in person for those who are able to so participate in person, at the Dena’ina Center, Anchorage and virtually, via Zoom for those who are not able to so participate.

AAS22 will be conducted under Chatham House protocols, with no media present. The conference will be recorded using Zoom protocols, but unless specifically coordinated, no direct reference will be attributed to any particular speaker.

Please note: AAS22 is a working meeting. We are here to present, inform and advance Arctic Awareness and Understanding. We need moderators to guide their panels and activities to focus on this aspect as a priority. Accordingly, please “major on the majors”...and do not overly focus on small distractions. The planning staff will seek to support each moderator in this matter.

AAS22 planners are here to support you and your panel. We have people who will support with microphones, photos, water bottles, name plates, and more and will transition these between panels. While we have a percentage who are “old hands”...we have a few who this event is their first major conference event. Bear with us accordingly...it will work out.

Following brief introductions, (intentionally brief...since AAS22 participants will have access to the event associated biographies), all panels are arranged for opening views and discussions planned and prepared by the panelists. Most panels are oriented to both in person and virtual presentation. **Please refer to the Agenda for specific questions developed for each panel...**provided to support the



development of presentations by the speakers.

Job #1: Lead your panel (please). AAS22 Planners have spent a good amount of time in preparing for the Symposium, in order to set the stage for presenters and moderators to deliver content needed to advance awareness and understanding on the multiple facets of the Arctic. Each moderator has been invited based on the unique and invaluable people skills they have in possession to guide and elicit the insights of each presenter.

Job #2: Please find time to connect with your panel in advance of your taking the stage. We recognize that each of you are very busy people, and our panelists as well, are very busy people. However, a short conference call/Zoom meeting prior to your and your panel taking the stage can make all the difference. We will provide you the spreadsheet of contacts so you can so connect.

Job#3: Adapt if/as needed the Strategic Questions in order to gain the most relevant insights from your panelists. We have created a set of questions for your panelists to consider in order to help cogitate creative thinking and preparation. These questions should not be considered constraining.

Job#4: Flexibility is a key to success. Most of you are conference veterans and understand that “Murphy” (of Murphy’s Law) is alive and well and loves to stalk conferences. We cannot anticipate where “Murphy” will strike, but to be sure...he will. What matters is for the moderator to “roll with the punches” and put the panelists and the audience at ease. As stated, this is a working level meeting.

Job #5: Please ask your panelists to review the Panel and Moderator guidance already posted to the Arctic Domain Awareness Center website. Each discussion should be focused in tight/easy to understand language. Too much detail, too many slides and over focus on minor/not major issues will detract from the overall goals of the conference. For the Panel & Moderator guidance (written principally for panelists), please see: <https://arcticdomainawarenesscenter.org/Events>

Job #6: Please remember this is a hybrid event. We will have 100+ participants online watching in addition to a capacity in person audience. We have an event production company at the Dena’ina Center supporting the online aspects as well as the in person presentations to hopefully make this a helpful and useful venue.

Job #7. Please smile, be happy (as you can be) and stay on time. Moderators set the tone for the discussions. We do have a lot of heavy topics to cover, but people learn better from people who are engaging. Each of our moderators are gifted in this ability, but we all get hit with troubles and trials that can distract and detract from our demeanor...prior to taking the stage, please remember to compartmentalize the problem and tend to it later. We have a countdown clock timer and the overall MC will help queue wrap up as needed. Lastly, AAS22 has a number of speakers and is quite complex. It remains critical to stay on time!

A note about “Slido” (Slido Web-Based App): Arctic Symposium 2022 will be using a web-based application called Slido. This functions as a meeting tool that allows attendees to ask questions and interact from computers or smartphones during any event.



- Panel related audience poll questions are to be implemented at the end of each panel session. Questions will be displayed by and controlled by the TSC/AV personal. Most sessions have at least 2 questions. Another function, when panel questions are exhausted, the moderator has the option to open up an online Q/A session. Participants can be directed using the same Slido QR code/web address to post questions for the moderator or panel. This option will also be controlled by the TSC/AV personal.
- Each moderator will need to inform the TSC/AV personal when they are ready to advance to the end of panel questions, or if they want a question-and-answer session. As a backup there will be microphone stand for people to line up and ask questions.

A note about taking questions. We have the ability to route questions virtually and will have standup microphones for in person questions. If/as your panel is not comfortable with taking questions, then don't. Or, as agreeable, if specific panelists are not comfortable, then please direct questions to panelists who are ready to answer. The decision rests with the moderator.

Conclusion.

AAS22 planners are simply thrilled to support the number of speakers for the Symposium. We hope the above suggestions are helpful for planning and preparation to present at the event.

