

GUIDELINES FOR INQUIRING MINDS MODERATORS - 2020

Moderators are requested to do the following, in order to maintain an orderly, polite, informative learning experience.

1. The Moderator should facilitate discussion on the topic presented by selecting an appropriate topic on a relatively recent article or paper, or by writing an original piece.

2. Topics and papers considered for presentation and discussion should be considered from the perspective of understanding by a general audience, though the subject may be of considerable interest to a specific field of expertise.

3. Any questions offered for discussion should be similarly evaluated, i.e., from the perspective of a general, educated audience. Expertise in an isolated field is valuable, but applicability and understanding and comprehension by the general audience must be appreciated.

4. The moderator's introduction should facilitate discussion on all sides of the issue(s) related to the topic, and should avoid offering his/her side of the issues... this is for the discussers.

5. Articles and material for discussion should be prepared for distribution about two weeks prior to the scheduled discussion date if possible. Submit the article(s) to named people (see below), in an appropriate digital format (WORD.. doc. not docx., PDF) so that the article(s) may be uploaded by Albert Myers (or, if he is unavailable, by Ed Mitchell) to the website, <http://www.shellpoint.info/InquiringMinds>. If assistance is needed in converting the article(s) to PDF, contact Albert Myers. (Many moderators offer a proposed topic to Lee Cooper or Albert Myers in advance for a judgment as to suitability or editing help. Also, we strive for no more than 4 pages.)

6. The Moderator will provide 40 copies for distribution at the Friday meeting before the discussion is scheduled. Copies left afterward should be taken to the concierge desk.

7. On the day of presentation, keep your spoken remarks as Moderator to a minimum. If possible the Moderator's opening remarks will offer one or more questions to initiate discussion. A very brief summary at the close is acceptable.

8. Each person should limit remarks to two minutes, and remain focused on the topic. The moderator may signal after more than 2¹/₂ minutes.

9. The Moderator should suggest all participants have a name card, and raise it to request recognition from the Moderator in the discussion. Remind participants that contacting Ed Mitchell or Lee Cooper will facilitate name tag availability. If participants desire an email reminder of the next meeting, Albert Myers will accept your email address (his email is in the Shell Point directory).

10. Participants are encouraged to present and moderate a topic paper. There is a regular rotation of those who agree to provide topics and to moderate but one may step aside with sufficient notice (3 weeks minimum). If a presenter wishes to speak to the topic, another moderator may serve.