

MATERIALS PROVIDED BY SNEB

When you check in at registration to obtain your conference materials, SNEB will have a folder for you containing the following items:

- Bios for each presenter to be used for introductions. These bios were provided by the presenters, so please do not deviate from the content. See sample below.
- Honorarium checks, if applicable, for the presenters.
- Conference script which provides general guidance regarding opening and closing of the session and announcements to be made on behalf of SNEB. See sample below.

ROLE OF THE MODERATOR

It is the moderator's responsibility to introduce the session and presenters, facilitate the dialogue, including questions from the audience, keep the session on schedule, acknowledge any session sponsors, present any honorarium checks and make SNEB announcements provided in the script.

BEFORE THE SESSION

Read the bios and the script. Make sure the room is set-up properly and that the audio/visual equipment is in working order. Assist presenters in setting up their visuals. Greet the presenters when they arrive. Review the session content and schedule with them. If there are any technical issues with sound, the computer or other issues, which require assistance, contact the Student Volunteer who will seek assistance. The volunteer has been instructed to introduce themselves prior to the start of the session.

DURING THE SESSION

1. Introduce yourself (name and affiliation).
2. Make any opening announcements provided in the script.
3. Introduce the session.
4. Introduce the presenters using provided bios. If the bio is unusually long, you may select appropriate portions.
5. In order to keep the session on time, please remind speakers of the time each is allowed and prompt them when they need to close their portion of the program. Time cards will be included in the folder to help you notify the speaker.
6. Provide the opportunity for attendees to ask questions (5 – 10 minutes should be allowed). Aisle microphones will be in each room for the Q&A segment.
7. Make any closing announcement provided in the script.

Speaker Bio

Susan Mayne is the director of the Center for Food Safety and Applied Nutrition (CFSAN) at the Food and Drug Administration (FDA). In this position, Dr. Mayne leads the center’s development and implementation of programs and policies related to the composition, quality, safety, and labeling of foods, food and color additives, and cosmetics.

An internationally recognized public health leader and scientist, Dr. Mayne received a B.A. in chemistry from the University of Colorado. She earned a Ph.D. in nutritional sciences, with minors in biochemistry and toxicology, from Cornell University.

She comes to the FDA from Yale University, where she was the C.-E.A. Winslow Professor of Epidemiology. Her distinguished career there includes two leadership positions: chair of the Department of Chronic Disease Epidemiology and associate director of the Yale Cancer Center.

Dr. Mayne has conducted extensive research into the complex role of food, nutrition, and other health behaviors as determinants of chronic disease risk. She is author or coauthor of more than 200 scientific publications.

She recently completed two consecutive terms on the Food and Nutrition Board of the National Academy of Sciences, and a five-year term on the Board of Scientific Counselors for the U.S. National Cancer Institute. She also served on a nutrition advisory committee for the FDA. She has worked closely with other government agencies, including the U.S. Department of Agriculture, on developing practical applications of research.

Conference Script

TIME	EVENT	LOCATION	SUNDAY CONTINUED	WHO
2:30 – 4:00 PM	Systems Behavior Change for School Environments	Grand AB	<p>Welcome everyone to the session. Please turn off your cell phones. Introduce speakers</p> <p>At Close of session</p> <p>Thank the presenters. Complete the conference evaluation form online. A link will be emailed to you after the meeting. There will be a drawing on September 1, 2017 to draw one lucky person’s name to win a free 2018 Annual Conference registration. Stick around for the movie <i>Eat It</i> starting at 5:30p. Don’t forget the Fun Run tomorrow morning at 7:00a.</p>	Shannon Young