GENERAL GUIDELINES FOR INVITED SESSION MODERATORS

Thank you for serving as a moderator and/or session organizer for the Virtual Annual Meeting. The success of the meeting is heavily dependent on moderators as the Program Committee relies on you to keep the meeting on schedule and the flow of presentations running smoothly and orderly. Please follow the guidelines provided below to ensure the success of your session.

PRE-MEETING:

- Check the online meeting program.
- Check the presentation times in your session since lengths may vary slightly.
- Familiarize yourself with the papers/presentation titles to be presented in your session.
- Rehearse the names of the presenters and seek help if necessary.
- Please plan to introduce and address speakers in a consistent manner. If you choose to use titles, please use the appropriate title (such as Doctor, Professor, Mr., Ms.) for EVERY speaker in your session.
- On the main page of the Presentation Upload website there is a drop down menu that allows you to select a session you are moderating and view the videos that have been uploaded for it. Please download and view these files on your own time.
- Presentations are to be uploaded by JUNE 19
- Sign up for a Virtual Speaker Ready Room appointment using the Presentation Upload website. During the appointment, you will meet with an AV tech who will test your microphone and camera as well as explain the logistics of the Virtual Meeting.
- IMPORTANT: Using earbuds or headphones is recommended for best audio quality.
- Approximately 1 week prior to the start of the event you will receive an email letting you know that you can log into the Virtual Meeting Platform and familiarize yourself with the online environment.
- As a Moderator of an Invited Session, if you wish to engage the audience, you have the opportunity to create a Poll for those attending the session. When you log into the Virtual Meeting Platform, you can then set up poll questions for your session by clicking on the polling tab within your session. Your credentials as a moderator will allow you to do so.

IMPORTANT: Prepare 1 – 2 questions to be used during the Q&A period in case none are submitted from the audience.

DAY OF:

General guidance:

- Moderators will be sent a reminder email 24 hours prior to their session start time.
- Log onto the Virtual Event Platform 15 minutes prior to the start of the session and select the session you are moderating from your Agenda.
- After you join the meeting, a Producer and Staff Administrator will talk to you via chat and assure that your microphone and camera if desired are working.
- Take charge. Keep the session to within one minute of the schedule.
• **At the start of the Session:**
  o Welcome the audience.
  o Introduce yourself. Announce the session topic (i.e., CT, Nanotechnology).
  o Update the audience on the session format and any necessary housekeeping items.
  o For registrants to receive SAM credit, registrants are required to attend the entire session.

**Session Format:**

• All presentations will be given first, followed by a Question & Answer period held at the end of the session.
• All presenters are asked to remain for the duration of the session in order to be available for the Q&A portion.
• Inform the attendees to use the ‘Q&A’ tab in the virtual event platform to submit questions during presentations.
• Remind attendees that they can also “vote up” questions that have already been asked by clicking the thumbs up button.
• If you have created a poll(s), remind attendees to answer the poll questions.
• Introduce ALL speakers at the START of the session.
• The Producer will launch the videos in the appropriate order.
• After the last presentation in the session concludes, the Moderator will be unmuted to oversee the Q&A period.
• Moderators are asked to read the questions aloud. Any follow-up questions from the audience will be sent via the ‘Q/A’ tab.
• At the end of the Q&A period, keep the session on time by cutting short the Q&A if necessary.

• **After the Session:**
  o Facilitate conversation on the virtual event platform by encouraging attendees to use the chat and message board features.

• **Moderators are asked to:**
  o Mute themselves during talks, then unmute facilitate the Q&A portion.
  o Communicate with the Producer and the Staff Administrator during the session via chat to address logistics and technical issues.
  o Keep track of questions that appear in the ‘Q&A’ tab during the session.
  o Oversee Q&A period after ALL presentations are presented.
  o End the session on time.
  o Formally close the session:
    o Thank the presenters and the audience for their efforts and interest.
    o Remind audience to complete online meeting evaluation