GENERAL GUIDELINES FOR PROFFERED SESSION MODERATORS

Thank you for serving as a proffered session moderator 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 to confirm the length of presentation and length of Q/A. Session may vary slightly:
  
  **Scientific Oral proffered sessions:**
  8 minutes (7 minute pre-recorded presentation + 1 minute of live question and answer period with the speaker present)

  **J.R. Cameron - J.R. Cunningham Young Investigator Symposium:**
  12 minutes (10 minute pre-recorded presentation + a 2 minute live question and answer period with the speaker present)

- 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.

**IMPORTANT:** Prepare 1 question for EACH presentation to be used during the Q&A period in case none are submitted from the audience.
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.
- All presenters are asked to connect to the meeting 15 minutes before their scheduled talk.

- **At the start of the Session:**
  - Welcome the audience.
  - Introduce yourself. Announce the session topic (i.e., CT, Nanotechnology).
  - Update the audience on the session format and any necessary housekeeping items:
    - **Session Format:**
      - Each presentation will be allotted a specific amount of time, including Q/A period.
      - Introduce each speaker prior to the launching of their presentation.
      - The Producer will launch the presentations in the appropriate order.
      - The short Q/A period will occur immediately following EACH presentation.
      - Moderators are asked to read the questions aloud. Any follow-up questions from the audience will be sent via the ‘Q/A’ tab.
      - Remind all that in order to stay on schedule, the Producers may mute the Q/A in order to move onto the next speaker.
      - Inform the attendees to use the ‘Q/A’ tab in the virtual event platform to ask questions during presentations.
      - Remind attendees that they can also “vote up” questions that have already been asked by clicking the thumbs up button.
      - **IMPORTANT: To fully maximize the already short Q/A time please choose a question that is as concise as possible.**

- **After the Session:**
  - Facilitate conversation on the virtual event platform by encouraging attendees to use the chat and message board features.
  - **Moderators are asked to:**
    - Mute themselves during talks, then unmute to facilitate each Q&A period and introduce the next presenter.
    - Communicate with the Producer and the Staff Administrator during the session via chat to address logistics and technical issues.
    - Keep track of questions that appear in the ‘Q/A” tab during the session.
    - Oversee Q/A period after each presentation.
    - End the session on time.
    - Formally close the session:
      - Thank the presenters and the audience for their efforts and interest.
- Remind audience to complete online meeting evaluation