

GUIDELINES FOR SESSION MODERATORS

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BEFORE THE CONFERENCE

- Familiarize yourself with your session. Details on your session can be found in the [INTERACTIVE PROGRAM](#)

AT THE CONFERENCE: BEFORE THE SESSION STARTS

- Approximately two minutes before the start of each session, please ask people to take their seats.
- You and your co-chair (if there are two chairs) should introduce yourselves by name and affiliation.
- Ask people to set their mobile devices to silent and request that they do not take photos of the presentation slides or record the session.
- Explain to the audience that they should find the session in the interactive program **on the Conference App**, then click on the "Ask the Speaker" button, type their question, and click the green arrow to submit a question.
- Let the audience know that questions can also be submitted via the Q&A panel online in the Virtual Platform or they can approach the microphone.

Note: All questions submitted online or through the app will appear on the Moderator's conference iPad.

DURING THE SESSION:

- Introduce the speaker and presentation title as

indicated in the Conference App Please ensure that the speakers display their disclosure slides for **30 seconds**

- Follow the schedule closely! It is essential to adhere to each talk's scheduled start and end times
- Please announce a two-minute warning so that a speaker can time the end of their presentation and not overrun.
- If the presenter is speaking too quickly and cannot be easily understood, ask them to slow down and to speak into the microphone
- **Notify the in-hall AV Technician immediately of AV equipment problems.**
- If a speaker **fails to attend** the session, move to the next speaker.

If the session gets ahead of schedule, do one or more of the following:

- Solicit questions from the audience and lead a discussion.
- If you finish before the allotted time, you may let the session out early.

Thank you for your contribution to IPVC 2024!