

GENERAL GUIDELINES FOR INVITED SESSION MODERATORS

Thank you for serving as a 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 since lengths may vary slightly.
- Familiarize yourself with the 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.

VIEWING SESSION PRESENTATIONS:

As a moderator, we ask that you view the presentations assigned to your session to assist with your preparations.

Presentations are to be uploaded by MAY 25.

On the main page of the Presentation Upload website there is a dropdown 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.

IMPORTANT REQUEST: Quality Control Check of Session Presentations

- While viewing the presentations in your session, please make note of any recordings that have less than optimal sound and timing.
- **Please report the issue to HQ: meetings@aapm.org**
- HQ will contact the presenter to discuss.

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.

NOTE: 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.
- Also one week prior to the start of the event you will receive a calendar invite for the Zoom meeting you will connect to on the day of the show

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

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| DAY OF: |
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General guidance:

- Moderators will be sent a reminder email 24 hours prior to their session start time.
- At the time indicated on the Zoom calendar invite, please join the Zoom meeting.
- 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.
- The Zoom invite you receive will start 20 minutes before your scheduled start time. Please connect at the time indicated on the Zoom invite.
- **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.
 - Encourage the audience to use the chat feature, and to use the Q&A to submit questions.
 - 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 to be available for the Q&A portion.
- 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 should unmute themselves and 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.

- **Moderators are asked to:**

- Mute themselves during talks, then unmute to facilitate the Q&A portion.
- 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. They may see questions posed in the chat as well.

- Oversee Q&A period after ALL presentations are presented.
- 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.