GENERAL GUIDELINES FOR
PROFFERED SESSION
MODERATORS

Thank you for serving as a proffered session moderator for the Virtual Annual Meeting and congratulations on being invited to serve the AAPM in this capacity! The Scientific Program Committee relies on you to keep the meeting on schedule and to facilitate scientific interactions between speakers and attendees. 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. Sessions may vary slightly:

Scientific Oral proffered sessions:
7 minutes (7-minute pre-recorded presentation) will be played in succession with combined live question and answer period at the end with all speakers expected to be present.

John R. Cameron Early-Career Investigator Symposium and Science Council Session:
10 minutes (10-minute pre-recorded presentation) with live question and answer period at the end of each talk (2 minutes) with the speaker present.

- Familiarize yourself with the abstracts/presentation titles to be presented in your session.
- Rehearse the names of the presenters and seek help if necessary.

VIEWING SESSION PRESENTATIONS:

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

Presentations are expected to be uploaded by MAY 25.

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.

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:
> - o 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 question for EACH presentation 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.
- 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:**
  - o Moderators will welcome the audience;
  - o Introduce yourself. Announce the session topic (i.e., CT, Nanotechnology).
  - o Introducing and/or Addressing speakers:
    - o **For the Scientific Oral Proffered Sessions:**
      - ▪ Moderators **will not introduce** speakers. The talks will play in succession so there is no introduction of speakers in between each presentation.
      - ▪ During the Q&A period, please plan to **address** speakers in a consistent manner. *****

    - o **For John R. Cameron Early-Career Investigator Symposium** and **Science Council Sessions:**
      - ▪ Moderators **will introduce** the speaker at the START of each talk.
      - ▪ Please plan to **introduce** and **address** speakers in a consistent manner. *****

      ***NOTE:** If you choose to use titles, please use the appropriate title (such as Doctor, Professor, Mr., Ms.) for **EVERY** speaker in your session.*

  - o Encourage the audience to use the chat feature during the talks, and to use the Q&A to submit questions.
  - o 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.
- The Producer will launch the presentations in the appropriate order.
- Q/A period:
    - **For the Scientific Oral Proffered Sessions:** Q/A will occur at the end with all presenters participating.

    - **For John R. Cameron Early-Career Investigator Symposium and Science Council Session:** 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 to stay on schedule, the Producers may mute the Q/A in order to move onto the next speaker.
- **IMPORTANT: To fully maximize the already short Q/A time please choose a question that is as concise as possible.**

- **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. They may see questions posed in the chat as well.
    - Oversee Q/A period.
    - 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.