Thank you for serving as a moderator and/or session organizer for the Virtual Spring Clinical 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.
- If you are co-moderating a session, please connect with your co-moderator to discuss logistics.
- **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.
- Presentations were due March 29. HQ is currently contacting speakers who have missed the deadline.
- 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. **IMPORTANT:** We ask that you report to HQ any presentations you deem as poor in quality. HQ will request a revised presentation be prepared.
- 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 and 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.
- All moderators and presenters will be sent Zoom meeting invites to the session that are participating in by Projection approximately 1 week prior to the meeting.

**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:
- On the day of the session, join the Zoom meeting you received an invite for previously. Please join the meeting at the time indicated on the invite, not the sessions start time. Once you join the Zoom room, it will act as a Green Room for 15 minutes where a Producer will gather all the presenters and moderators involved in the session and confirm that everyone’s camera and microphone are working. The Producer will also go over any housekeeping items as well.
- Moderators will also be sent a reminder email 24 hours prior to their session start time. This will include a Session Access Code that is required to access Q&A moderation during the session in the Virtual Event Platform.
Log onto the Virtual Event Platform prior to the start of the session (during the green room time and select the session you are moderating from your Agenda.

- Click the Q&A button, then open the “Live display settings” by clicking the three-dot icon in the top-right.
- In the Live display settings pop out menu, click the link beneath Live display webpage. The Live Q&A welcome page will automatically open in a new browser tab. Enter the Session Access Code.
- For more information on using Live Display, click here.

- Take charge. Keep the session to within one minute of the schedule.

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.
- 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.
- 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.

Moderators are asked to:

- Mute themselves during talks, then unmute and 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.
- 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