Thank you for serving as a moderator for the IMRT QA virtual meeting. The success of the meeting relies on you to keep the meeting on schedule. Please follow the guidelines provided below.

● Check the online meeting program. https://w4.aapm.org/meetings/2022IMRT/programInfo/

● 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., Mx.) for every speaker in your session.

● Presentations were due January 13. Check your session’s dropbox folder to confirm/review the uploaded MP4s.

● On January 19 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 'Green Room' invites to their respective sessions. Look for an appointment from Projection approximately 1 week prior to the meeting.

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

● To understand what will happen during the 'live; session, refer to the Live Meeting Operational Overview: https://w4.aapm.org/meetings/2022IMRT/programInfo/presenterInfo.php

● Please be on time. Your Zoom 'Green Room' appointment is scheduled for a 15-minute arrival prior to the session start time. This will give you a chance to check your audio, camera and sound with the Technical Producer.

● Welcome the audience.
● Introduce yourself. Announce the session topic.
● 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:**
- The moderator will introduce the presenters at the START of the session.
- All presentations will be given first, followed by a Question & Answer period held at the end of the session.
- The Technical Producer will launch the videos in the appropriate order.
- All presenters are asked to remain for the duration of the session to be available for the Q&A portion.
- Attendees will use the ‘Q&A’ tab in the virtual event platform to submit questions during presentations.
- After the last presentation in the session concludes, the Moderator and Presenters may unmute and turn cameras on for the Q&A period.
- Moderators will read the questions aloud and direct to the presenters. Any follow-up questions from the audience will be sent via the ‘Q/A’ tab.

Moderators are asked to:
- Mute themselves during talks, then unmute and turn cameras on to facilitate the Q&A portion.
- Communicate with the Technical 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. The Technical Producer may provide a 2-minute warning.
- Formally close the session:
  - Thank the presenters and the audience.
  - Remind audience to complete online meeting evaluation

Emergency contact for the day of your session:
Karen MacFarland, mobile 410-530-5278