



GENERAL GUIDELINES FOR ALL MODERATORS

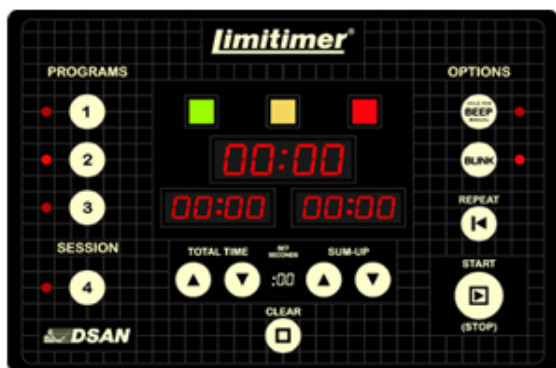
BEFORE YOUR SESSION:	DURING YOUR SESSION:
<p>Check the online meeting program to ensure that you do not have a scheduled conflict at the time of your session.</p>	<ul style="list-style-type: none"> • Advise attendees to move forward to fill the seats at the front of the room, • Start on time • Keep the session to within one minute of the schedule.
<p>Familiarize yourself with the papers to be presented in your session.</p> <ul style="list-style-type: none"> • Check the length of talks in your session. • Regular oral presentations are normally 10 minutes (8 minutes for the talk + 2 minutes for questions). • SNAP oral presentations are normally 7 minutes (5 minutes for the talk + 2 minutes for questions). • Check the talk times in your session, though, since lengths may vary slightly. 	<ul style="list-style-type: none"> • Do not move, copy, or rename any of the files in the presentation folder, • Do not open them until the speaker is ready to start, as they cannot be replaced by updated versions if they are already open.
<p>If you are unable to attend the meeting because of some last-minute emergency, call AAPM Headquarters at: (571) 298-1300.</p>	<ul style="list-style-type: none"> • Remind each speaker of the time limit. • Inform them that when the yellow light comes on, they have two minutes in which to wrap up. • When the red light comes on, it is time for the questions to begin. • Enforce time limits carefully.
<ul style="list-style-type: none"> • Be at your session 15 minutes early to meet the presenters. • Familiarize yourself with equipment. • Check-in with the audiovisual tech. 	<ul style="list-style-type: none"> • Introduce yourself. • Announce the session topic. • Request that all presenting authors remain for the duration of the session to participate in the discussion period. • Announce the time of each talk.
	<ul style="list-style-type: none"> • Please introduce and address speakers in a consistent manner. • If you choose to use titles, please confirm with speaker what title they prefer (such as Doctor, Professor, Mr., Ms.) for every speaker in your session.
	<ul style="list-style-type: none"> • If a presenter is a no-show, do not begin <u>the next</u> paper until the scheduled time. • Be prepared with comment and topics of discussion.
<p>Rehearse the name of the presenter and seek help if necessary.</p>	<ul style="list-style-type: none"> • Make sure the presenter speaks into the microphone • No recording or photography is allowed in the presentation. • Interviews are to be conducted outside of the meeting room. • No commercial handouts are permitted. • There are several mics in the audience for Q&A, rotate through calling on attendees to ask questions. • Formally close the session, make any announcements. • Thank the speakers for their participation.

FOR REMOTE PRESENTERS:

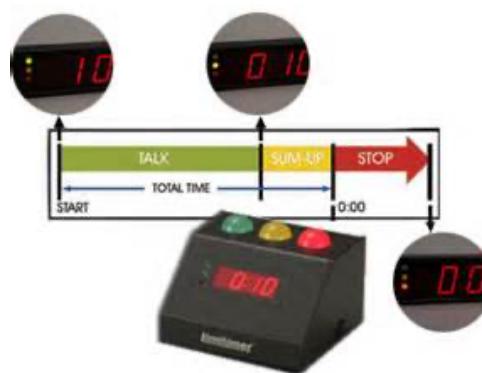
- The Room AV Operator will initiate the Zoom session and act as the host and will ensure that the specified Presenter(s) are present and can be seen/heard if/when necessary.
- Ensure that internet connection/Wi-Fi is strong.
- The Moderator and the Speaker (speaker to log into zoom/greenroom) will need to **arrive to the assigned meeting room 15 minutes prior** to start of the session to give enough time to get prepared and correct any technical issues.
- The Room AV Operator will play **the pre-recorded** presentation according to the meeting schedule.
- At the conclusion of the presentation video, the AV Room Operator will open the Zoom and bring the Speaker on the screen.
- **Q&A**
 - **Invited sessions:** Q&A will be at the end of the session.
 - **Proffered sessions:** Q&A follows the presentation.

Instructions to Set Timer:

Timer



Signal



Setting the timer (8 minute talk + 2 minute Q&A)

1. Press the button under TOTAL TIME (up arrow) until it registers 08:00. This is the total time of the presentation (not including questions).
2. Press the button under SUM-UP (up arrow) until it registers 02:00.

Operation of the timer:

1. When speaker begins, press START.
2. At 6 minutes the yellow light comes on. The speaker should start summing up.
3. At 8 minutes the red light comes on. The speaker should be finished.
4. The time now starts counting negative for the 2 minutes Q&A session.
5. When the timer reaches -2:00 minutes it is time to move on to the next talk.
6. Prior to the next speaker push REPEAT and the time will reset (08:00/2:00)
(Note that CLEAR will zero out the times you have preset.)

Please Note:

10 minute Regular Oral Scientific Presentation = 8 minute presentation/2 minutes for questions.

7 minute SNAP Oral Scientific Presentation = 5 minute presentation/2 minutes for questions.

(Check the length of talks in your session since lengths may vary somewhat).

Please announce the settings of the timer to the speakers at the beginning of the session.