### GENERAL GUIDELINES FOR ALL MODERATORS

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<th><strong>BEFORE YOUR SESSION:</strong></th>
<th><strong>DURING YOUR SESSION:</strong></th>
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| Check the online meeting program to ensure that you do not have a scheduled conflict at the time of your session. | • 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. |
| Familiarize yourself with the papers to be presented in your session.  
• 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. | • 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. |
| If you are unable to attend the meeting because of some last-minute emergency, call AAPM Headquarters at: (571) 298-1300. | • 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. |
| • Be at your session 15 minutes early to meet the presenters.  
• Familiarize yourself with equipment.  
• Check-in with the audiovisual tech. | • 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.  
• 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.  
• If a presenter is a no-show, do not begin the next paper until the scheduled time.  
• Be prepared with comment and topics of discussion. |
| Rehearse the name of the presenter and seek help if necessary. | • 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**

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.