GUIDELINES FOR SESSION MODERATORS

- The Invited Speakers will most likely be seated in the first row of the hall and will make their way to the lectern on stage when it is their time to present.
- A technician will also be present in the hall at the AV table to assist with all technological features taking place during the session. Notify them immediately of any equipment problems.

Before the start of the session: Please ask people to take their seats and encourage them to take front and center seating. Ask them to silence any mobile devices, and refrain from photographing / recording the lectures.

BEFORE THE CONGRESS:

Familiarize yourself with the program, session, and speakers.

Prepare some backup questions.

START OF THE SESSION

- Welcome the audience in the hall and ask everyone to take their seats
- Introduce yourself and your co-chair by name and affiliation
- Inform the attendees that they can approach the microphone to ask their questions
- Announce the title of the session

DURING THE SESSION

As the session chair, you are responsible for the time

management of the presentations within your session hall:

Introduce the speaker and presentation title as indicated in the Conference App which will have the most up-to-date program details.

Ensure that the speakers display their disclosure slides for **30 seconds.**

Follow the schedule closely and gently interrupt speakers if they exceed the allocated time for their lecture

It is essential to adhere to the scheduled start and end times of each talk. This is so that people can move from one room to another and find the talks as announced in the program.

Be sure to announce a two-minute warning so that a speaker can time the end of their presentation and not overrun.

If the presenter is speaking too quickly and cannot be easily understood,ask them to slow down.

Please ensure that the speaker uses the microphone.

If there is a long or complicated question from the audience and/or if the speaker does not understand the question, summarize the question for the speaker or ask for clarification.

Notify the in-hall AV Technician immediately of AV equipment problems.

Introduce the speakers and presentation titles as indicated in the Conference App (note there could be last-minute changes)

Please note:

- If a speaker fails to attend the session, move to the next speaker
- Ensure that the speakers display their disclosure slides for **30 seconds**

- If the session ends early, please solicit questions from the audience and lead a discussion

TO END THE SESSION

At the end of the session, kindly thank the presenters, and the audience for their participation.

Search through the [Interactive Program](#) to find out more about the session you are moderating.

The AABIP Scientific Committee thanks you for this important contribution to the success of the conference.