



AM Podium Session Moderator's Role/Guidelines

The primary role of the moderator is to keep the speakers on schedule and facilitate a general discussion by the audience and presenters through Q&A.

Preparation Before the Meeting

- Familiarize yourself with the podium presentations: Manuscripts will be provided to the moderators two weeks prior to the meeting. This will help you facilitate discussions and ask relevant questions.

Starting the Session

- At the beginning of each podium session, moderator should announce that all presenters in the room should come forward and sit near the stage.
- Start the session promptly to respect the audience and the presenters
- Any other announcements should be made and provide a brief overview. (e.g. announce how Q&A will be handled)
- Introduce each title and presenter name.
- Presenters are required to upload PPT presentations with 1 slide dedicated to disclosing their financial disclosures; **Moderators should ensure disclosures are displayed, if not, ask the presenter to verbally disclose and/or announce that disclosures are listed on the meeting app or annual meeting website.**

During the Presentations

- It is essential to adhere to the schedule precisely as it appears in the program as each presenter will have 6 minutes to complete their presentation; each discussion section will have 5-6 minutes of Q&A. Note: BSFF podiums are 4 minutes in length.
- Keep track of time carefully. If they go over time, politely intervene to keep the session on schedule.
- Be ready to assist with any technical issues, or coordinate with the technical support team to resolve them quickly.
- Listen actively to the presentations, making notes on key points, interesting questions, or areas that may require clarification. (avoid use of cell phones or talking to other during presentations)

Facilitating Q&A

- Open the floor to questions after each section. Be prepared to ask a few questions to get the discussion started if need be.
- Ensure that questions are relevant and concise. If a question is unclear or too broad, help rephrase it. Encourage a respectful and constructive dialogue.
- Be mindful of time during the Q&A. If time is running out, politely close the Q&A and thank the audience for their questions/participation.

Main Symposia and Breakout Moderator's Role/Instructions

Starting the Session

- Start the session promptly to respect the audience and the faculty.
- Introduce the session and provide a brief overview.
- Any other announcements should be made and provide a brief overview. (e.g. announce how Q&A will be handled)
- Moderators that are presenting and faculty are required to upload PPT presentations with 1 slide dedicated to disclosing their financial disclosures; **Moderators should ensure disclosures are displayed, if not, ask faculty to verbally disclose and/or announce that disclosures are listed on the meeting app or annual meeting website.**
- If this a panel discussion and no individual presentations, it will be the sole responsibility of the moderator to disclose for entire panel.

During the Presentations

- It is essential to adhere to the schedule precisely as it appears in the program; each symposium and breakout consists of one hour. Keep track of time carefully.
- Be ready to assist with any technical issues, or coordinate with the technical support team to resolve them quickly.

Facilitating Q&A

- Open the floor to questions and be prepared to ask a few questions to get the discussion started if need be.
- Ensure that questions are relevant and concise. If a question is unclear or too broad, help rephrase it. Encourage a respectful and constructive dialogue.
- Be mindful of time during the Q&A. If time is running out, politely close the Q&A and thank the audience for their questions.