Frequently Asked Questions – Scientific Session Moderators

1. Where do I pick up the two way radio?

   The two way radios are available in the Speaker Headquarters.

2. How do I use the two way radio?
   a. Listen first, don’t speak while someone else is talking.
   b. When you’re ready to talk, compress the button and speak.
      i. State the room name and issue (I am in the XXXX room and the lights will not come on).
   c. Keep the two way radio turned off when not in use.

3. Where can I find the speaker bio information?

   Speaker bio information is available on the ACVIM Forum mobile app. You will also find the proceedings and latest program/room changes. In addition, the Moderator spreadsheet has a column that contains bio information.

4. What do I do if there are more attendees than seats available?

   If it is apparent there are not enough seats for all of the people, contact AV through the two way radio. They will come to the room and direct people to a special overflow room where the discussion is simulcast on a large screen.

5. What do I do if I forget to bring the timing cue cards to the session? (Or I don’t want to use the cue cards?)

   You can accomplish the same thing by using hand signals. Ten minutes prior to the end of the session, hold up both hands with all of your fingers raised. Repeat this process at the five minute and one minute mark. Make sure to let the speaker know what signal you will be using.

6. What should I do if the speaker does not show up for the session?

   Notify Ivy Leventhal, ACVIM Publications Specialist at 720-290-8742.

7. Who should I contact if the computer or microphone doesn’t work properly?

   Use the two way radio to contact AV.

8. What days is the Solutions Center open?

   The Solutions Center is open Thursday and Friday.