Scientific Session Moderator Best Practices

Two weeks prior to AVCIM Forum

1. Contact speaker(s) via email or phone, if this information is available.
   a. Introduce yourself.
   b. Make sure the speaker bio information you have is correct.
   c. View onDemand Moderator Training session.

On-site

1. Find the physical location of the session room(s).

Day of Session

1. Check in at the Speaker Headquarters.
   a. Pick up a two way radio.
   b. Pick up timing cue cards (if wanted).
   c. Look up and write down bio information for speakers if you have not already done so.
   d. Speaker Headquarter Hours – 2:00 pm - 7:00 pm Tuesday, 7:00 am - 7:00 pm Wednesday - Friday, 7:00 am - 12:00 pm Saturday.
2. Get to the session room 10 minutes prior to session start time
   a. Make sure the microphone, laser pointer and computer are working.
   b. Check-in with speaker(s) - make sure you are pronouncing his/her name correctly and discuss the method you will use to let the speaker know he/she is running out of time. Note: if there is more than one speaker, find out who will speak first.
   c. If the room begins to fill up, point out empty seats.
   d. If it appears there will be more people than chairs, immediately contact AV using the two way radio.
      i. The AV staff will identify an overflow area and ACVIM staff will arrive to direct people to the overflow room.
   e. If a speaker does not show up, contact Ivy Leventhal, ACVIM Publications Specialist 720-290-8742.

   If there is an issue with any item in #2, use your two way radio to contact AV.

3. During the session, observe the attendees for any issues such as people having a hard time hearing the speaker or finding a seat (If the room has not overflowed). Also, watch to make sure the speakers are not having any issues with the microphone or computer and so on.
   a. If the speaker is having any equipment issues, contact AV using the two way radio.
   b. Estimate the number of attendees.
4. As the end of the session time approaches (10 minutes prior to the end), signal the speaker with cue cards or a hand signal. Repeat this at five minutes and 1 minute prior to the end of the session.
5. At the end of the session, thank the speaker(s) and encourage people to visit the Solutions Center.
a. Solutions Center is open Thursday and Friday.
6. Return the two way radio to the Speaker Headquarter.
7. Complete the moderator session evaluation.

For Detailed Scientific Session Moderator Instructions visit the Moderator Information web page.