Thank you for volunteering to moderate/judge research abstracts at the upcoming ACVIM Forum in Baltimore, Maryland! To ensure a successful volunteer experience, please make sure to read the following information carefully.

**Moderator Information Web Page**
To make your experience run smoothly, we have set up a [Moderator Information Web Page](#) dedicated to you. This web page contains critical information regarding your responsibilities onsite.

- Detailed moderator instructions
- Access to moderator schedules, including abstracts needing judging

*Please review the information on the [Moderator Information Web Page](#) and bookmark the page for ease of use onsite.*

**Speaker Headquarters**
Speaker Headquarters has resources just for you. As always, you **MUST** check in at the Speaker Headquarters prior to your moderator shift and check in with AV technical staff and pick up your room radio. You will also be able to access moderator documents online if you don't have a mobile device, take a break away from the activity of the conference, check in with ACVIM staff and complete the abstract evaluations following your review. Ivy Leventhal (cell - 720.290.8742), ACVIM Publications Specialist, will be present to answer questions during a majority of the time the room is available.

- Baltimore Convention Center
- **Hours:**
  - Tuesday, June 9: 2:00-7:00 pm
  - Wednesday, June 10 to Friday, June 12: 7:00 am-7:00 pm
  - Saturday, June 13: 7:00 am -12:00 pm

**Moderator Training**
We have onDemand research abstract moderator/judge training available on the [Moderator Information Web Page](#). This includes details regarding overflow rooms, how to use the radio and other nuances unique to this event.

**Mobile App**
Another important tool that will help ensure success is the [2020 ACVIM Forum mobile app](#). Make sure to download this to your device to access all of the easy to use features.

- Create a custom agenda
- Meeting and event schedules
- Latest program and room updates
- Exhibitor and sponsor information
- Proceeding notes
- Speaker bios
- Seattle information
- Change notifications and the most up-to-date information
- Session evaluations

*The app will be available in the Google Play and iOS app stores!*

**Registration Materials**
Included with your registration materials, you will receive the 2020 ACVIM Event Program. All you need to do is visit the registration desk which will have all your conference materials.
Instructions
In case you are unable to watch the onDemand moderator training, here are some brief tips to help you familiarize yourself with the tasks:

- Go to the Speaker Headquarters at the Baltimore Convention to check out a two-way radio and to receive instructions on how to use it. Return radios when finished.
- On the day that you moderate, arrive at your room early to become familiar with the lights, check that the microphone, laser pointer, and computer are working, and generally familiarize yourself with the layout of the room.
- Introduce yourself to the speakers and discuss signals to the speaker that time is running out or is up.
  - If your speaker is a no-show, notify Ivy Leventhal (cell – 720-290-8742), ACVIM Publications Specialist, immediately.
- At the beginning of the session –
  - Thank the sponsors (if applicable) - we couldn’t do this without them.
  - Ask people to turn their cell phones and all electronic devices to silent mode.
  - If room is filling ask people to move in to accommodate more people.
  - Complete a room count if not judging and enter this in a session evaluation available on the mobile app.

During the session –
- If it appears that the room will overflow, radio AV immediately. The AV staff will identify an overflow area and staff will arrive on hand to direct people to the overflow location.
- Watch for issues with the audience; no children in the room, direct late comers to empty seats, ask attendees to move in if room is filling, or ask attendees to move up if room is not full, etc.
- Watch for issues with the talk and radio for AV help when needed.
- Keep all talks on schedule! This means stopping anyone from running over time, and waiting until time to begin the next talk. If someone finishes a presentation early, a cancellation, you must wait to begin the next talk in order to keep on schedule!
  - Abstract sessions are 15 minutes total.
    - **Green** light is on for 10 minutes.
    - **Yellow** light is on for 5 minutes.
    - **Red** light indicates time has ended.
  - Approximately 10 minutes for presentation and 5 minutes for questions.
    - Moderators will also judge if a session has a presenter eligible for an ACVIM candidate resident award.
    - Sessions needing judging will have 2 moderators, otherwise only 1 moderator needed.
    - BOTH moderator/judges will score research abstracts presented by ACVIM candidates eligible for an ACVIM candidate resident award.
    - Sessions with 2 moderator/judges can decide among yourselves who does what regarding – will you both sit on the dais, will you take turns sitting on the dais, who asks questions if the audience doesn’t have any, etc.
- At the end of the session –
  - Thank the speakers.
  - Encourage attendance at the Solutions Center if a Thursday or Friday.

When you complete your moderating, please return the radio to the Speaker Headquarters and complete abstract evaluations needing judging.

**NEW FOR 2020:**
- Oral presenters that are ACVIM candidates eligible for any of the resident awards will present on Wednesday or Thursday.
- All Poster presenters will have a Q&A session Thursday evening during the ACVIM reception in the Solutions Center.

**Evaluations - Must be completed no later than 9 pm Thursday, June 11.**
Oral evaluations are found on the mobile app for the research abstracts needing judging.
ePoster evaluations are available on the [Moderator Information Web Page](#).
The online scoring evaluations must be used. No alternate judging methods are to be used. If scoring evaluations are not completed the resident will be ineligible for award. Please don’t jeopardize the resident’s efforts by not completing the evaluation.

Poster Judging
- Judges are only needed for posters eligible for the ACVIM candidate resident awards.
- ALL POSTERS WILL BE PRESENTED ELECTRONICALLY.
- ePosters are available for viewing throughout the meeting.
- The ePoster will be an electronic facsimile replicating what a physical poster would look like.
- Access will be through kiosks located inside and outside the Exhibit Hall, and through the use of the mobile app.
- Every Poster presenter is scheduled for a Q&A session in the Poster Park, located in the Solutions Center, Thursday, June 11, 6 – 7 pm, during the ACVIM reception.

- Baltimore Convention Center, Solutions Center Poster Park
- Author Hours: Thursday, June 11, 6 – 7 pm

Thank you again for moderating/judging and we look forward to seeing you in Baltimore!