Thank you for volunteering to moderate a scientific session at the upcoming 2022 ACVIM Forum in Austin, Texas! 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 radio

- Detailed moderator instructions
- Access to moderator schedules, including speaker bios

*Please review the information on the **Moderator Information Web Page** and bookmark the page for ease of use onsite.*

Speaker Headquarters

The Speaker Headquarters includes resources just for you. You will 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 session evaluations on the mobile app. 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.

- Austin Convention Center
- Hours:
    Tuesday, June 21: 2:00-7:00 pm
    Wednesday, June 22 to Friday, June 24: 7:00 am-7:00 pm
    Saturday, June 25: 7:00 am-12:00 pm

Moderator Training

We have scientific session moderator training available on the **Moderator Information Web Page.** *This includes details regarding overflow rooms and other nuances unique to this event.*

Mobile App

Another important tool that will help ensure success is the *2022 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 2022 ACVIM Event Program. All you need to do is visit the registration desk which will have all the conference materials.

Instructions

For those unable to access the moderator training, here are some brief tips to help you familiarize yourself with the tasks:

- 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 speaker, check that you have appropriate introductory information and pronunciation of his/her name and discuss signals to the speaker that time is running out or is up.
- If your speaker is a no-show, notify Ivy Leventhal, ACVIM Publications Specialist (cell – 720.290.8742) 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 devises to silent mode!
    - Welcome virtual audience (if applicable)
    - Welcome speaker/s
- During the session –
    - If it appears that the room will overflow, contact 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, if there are big gaps of seating ask attendees to move in if room is filling if they are comfortable doing so
    - Watch for issues with the talk and contact AV for 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, you must wait to begin the next talk in order to keep on schedule!**
- At the end of the session –
    - Thank the speaker.
    - Highly encourage participants to complete the session evaluation in the mobile app. This is essential information for the planning groups.
    - Encourage attendance at the Solutions Center if a Thursday or Friday presentation.

When you complete your moderating, please complete all session evaluations available on the mobile app.

Thank you again for moderating and we look forward to seeing you in Austin, Texas!