Thank you for volunteering to moderate/judge research abstracts at the upcoming 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 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. 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 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.

- 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 research abstract moderator/judge 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 *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 2022 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 access the moderator training, here are some brief tips to help you familiarize yourself with the tasks:

- o 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.
- o 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.
- o At the beginning of the session –
    - o Thank the sponsors (if applicable) - we couldn't do this without them.
    - o Ask people to turn their cell phones and all electronic devises to silent mode!
    - o Welcome speakers.

During the session –
  - o 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.
  - o 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.
  - o Watch for issues with the talk and contact AV for help when needed.
  - o 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.
  - o Moderators will also judge if a session has a presenter eligible for an ACVIM candidate resident award.
  - o Sessions needing judging will have 2 moderators, otherwise only 1 moderator needed.
  - o BOTH moderator/judges will score research abstracts presented by ACVIM candidates eligible for an ACVIM candidate resident award.
  - o 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.
- o At the end of the session –
    - o Thank the speakers.
    - o Highly encourage participants to complete the session evaluation in the mobile app. This is essential information for the planning groups.
    - o Encourage attendance at the Solutions Center if a Thursday or Friday.

When you complete your moderating, please complete abstract evaluations needing judging.

Evaluations - Must be completed no later than 9 pm Thursday, June 23.
Oral and ePoster evaluations are found in the online schedule under Resource Center, for the research abstracts needing judging. 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
- o Judges are only needed for posters eligible for the ACVIM candidate resident awards.
- o ALL POSTERS WILL BE PRESENTED ELECTRONICALLY.
- o ePosters are available for viewing throughout the meeting.
- o The ePoster will be an electronic facsimile replicating what a physical poster would look like.
- o Access will be through kiosks located inside and outside the Solutions Center, and through the use of the mobile app.
- o Every Poster presenter eligible for an award is scheduled for a Q&A session in the Poster Park, located in the Solutions Center, Thursday, June 23.

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