

## Frequently Asked Questions Scientific Session Moderators

1. 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.*

2. Do I need to read the moderator script?

*The moderator script is a useful tool to create consistency of experience across all of the sessions and communicate important information to the attendees, including the safety check for exits, gratitude for the sponsors (if applicable), requests to complete session evaluations and virtual audience engagement (if applicable).*

3. How do I contact AV for technical assistance?

*Our AV technicians can be contacted in a variety of ways.*

- A. *If you experience issues as the session is being set up, press the tech alert button on the laptop in the room. This will ask you to type in the issue and will immediately report the issue and room number to the AV team.*
- B. *Check the hallway for a roaming AV technician stationed in the hallway outside of the presentation room.*
- C. *Text or step outside the room and call our AV tech line at 512.655.3774 and notify of the room and issue.*

4. Who should I contact if the computer or microphone doesn't work properly?

*Contact an AV technician as indicated in item #3.*

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

*If it is apparent there will not be enough seats for all of the people, contact AV as indicated above in item #3.. They will identify an overflow location option and come to the room and direct people to a special overflow room where the audio and slides of the presentation are simulcast on a large screen.*

6. What do I do if a speaker is running long?

*You can signal to the presenter to begin wrapping up their presentation. Consider letting them know approximately 5 or 10 minutes prior to the end of the session. Repeat this process at the one minute mark. If possible, let the speaker know what signal you will be using.*

7. What if the speaker requested different AV or a different set up in the room?

*The AV and room set ups are designed to accommodate the needs of the room for the entire week and may slightly vary on number of seats in the room (sometimes larger for an event later in the week), same with microphones. In some instances, the microphone at the podium may be a wireless handheld option.*

8. If there are questions during the Q&A, can attendees just yell out their question?

*For most sessions, we will be capturing the session audio and sync it with the presentation. To accommodate this, we will need all questions to funnel through a microphone to capture it for the recording.*

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

*Notify Amanda Kludasch, Conference Specialist at 702.301.7257.*

10. What days is the Solutions Center open?

*The Solutions Center is open Thursday and Friday to visit exhibitors and more! Check the mobile app for more.*