

Instructions to the Moderator:

Moderators are encouraged to contact (email, phone, pre-session meeting) their respective speakers prior to the conference. By introducing themselves, moderators can set expectations to ensure timing, speaker order, and session flow. Meeting-specific information is typically provided at this time. Moderators should remind speakers to:

1. The scientific program is available on the congress website www.abc2009.org.
2. Pre-load their talks at least 24 hours before the session is scheduled.
3. Bring a backup copy of their talk on a disc or flash drive.
4. Show up in the meeting room at least 15 minutes before their talk, and have timed their talks appropriately to finish in the allotted time.

At the Session

1. Try to arrive 20 minutes prior to the scheduled session. Introduce yourself
2. Ask them how long their talk is and remind them of your desire to keep the program running on schedule. Make sure you know how to pronounce their names.
3. Check with the AV person to see that everyone's talk has been uploaded. If not, you'll need to start thinking about alternative plans. Ask the AV person about the process for uploading talks. Work with the facilitator (if present) to track down missing speakers and assist them with last minute uploading.
4. Microphones may not be present or work properly in all rooms. As moderator, you or the facilitator should check all of the microphones before your session and contact the AV engineer if there are problems.

1: If someone doesn't show up early for their scheduled talk, make an announcement during the introduction of your session to ascertain whether they are present.

Even latecomers may have an opportunity to pre-load their talk; direct them to the AV engineer or facilitator.

2. During your introductory remarks

- a. Thank everyone for coming.
- b. Remind them of what session they are attending.
- c. Remind them to turn off cell phones, pagers, or other electronic devices.
- d. Ask that people who have questions use the microphone. Explain that doing so will ensure that everyone can hear their question. During the question/discussion period, don't be shy about reminding people with questions to step to the microphone so that everyone can hear. If everyone cannot hear the question, ask the speaker to repeat the question.

e. If all your speakers have not previously checked in with you, please review expectations during your introductory remarks, in case they are in the audience, "Talks will be approximately 12 minutes for technical session and 17 minutes for plenary with three minutes time for question and answer.

3. Introduce the speaker by name, title, place of work, and title of their talk. Write this information down if it will help you remember.

4. Keep everyone on time. The meeting is scheduled by the minute and experienced attendees tend to move between presentations, attending only those specific talks in

which they are interested. If the ringing bell is running long, indicate to them to finish up their talk. Techniques to use include flashing the red light, pointing to your watch, or even getting up and standing behind the speaker. If you have extra time, be prepared to ask a question or two, extend a break, or give a brief intermission.

5. Do not allow speakers to begin until their allotted time in the program. If you have to make a difficult decision (add a break, add extra time at the end, work through the break), tell the audience what will happen. Audience participants understand this and will appreciate your working to keep the session on time. It is not desirable to “get done early” as this may result in someone showing up for a scheduled talk only to find the session ended.

6. Know what is occurring in your room directly after your session. It may be that you can let speakers run longer if there are no plans to use the room afterwards and the discussion seems particularly robust. You might query the audience to gauge whether they want to continue a particularly good discussion at the conclusion of the planned session. Don't make the assumption, however, that the room is available. It would be disastrous if people are trying to get into the room when your session is running over.

7. If the discussion waxes long, and you don't have the option of running late, don't be shy about stepping in and saying “We only have time for one more question” or “This will be the last question.” The audience knows you are trying to keep the session running smoothly.

8. If someone shows up late for their time slot, try to squeeze their presentation in at the break or tell the audience that the latecomer's presentation will take place after the scheduled session (see above about room availability). Try not to back up the entire session because one person shows up late. It's more professional to keep on schedule and allow them an opportunity at the end, if time permits. If you cannot squeeze them in during the break and there is no time available at the end of the session, the talk should be canceled.