

SCIENTIFIC PAPER SESSION MODERATOR GUIDELINES

Thank you for moderating a paper session. Your role is important to maximizing the learning experience for our attendees. Please see below for guidelines and important information.

Each paper presentation is allotted 6 minutes for speaking, plus 3 minutes of discussion (COA) or 4 minutes of discussion (CORS). The length of the paper sessions may vary, so please consult the final program for the exact number of presentations and timing for **your** session.

The roles of the moderator include:

- 1) Familiarizing yourself with all abstracts in your session
- 2) Familiarize yourself with the pronunciation of names and affiliations
- 3) Preparing questions in order to stimulate discussion as needed
- 4) Bringing a time-keeping device (e.g. cell phone) and keeping the session running on schedule. Use any reasonable means to stop a speaker who has exceeded the allotted time. The session **MUST** stay on schedule so that individuals who are presenting a paper or individuals who wish to hear a specific talk may do so at the time indicated in the program.
- 5) To maintain the schedule, it may be necessary to defer lengthy discussions to the end of the session or to suggest that the discussion be continued in private, once the session has ended
- 6) Facilitating the question-and-answer discussion period for each block of papers. The session moderators, not the speaker, conduct the discussion by recognizing participants on the floor. During discussions, ask participants to identify themselves and speak audibly so the audience can hear the questions as well as the replies
- 7) Noting the paper number and name of any presenter who has not included a financial disclosure slide (see below)

Guidelines:

First Slide: The first slide of each presentation **must** outline financial disclosure. It will be the moderator's responsibility to note whether any presentation is missing a disclosure slide. For any papers which are missing a disclosure slide, the moderator must note the paper number and name of the presenter, and **email the list to meetings@canorth.org immediately following the session.**

Speakers cannot connect laptops into computer projectors in the meeting room. Speakers have been instructed to load their presentations in advance in the Speaker Ready Room, Room Metchosin.

Starting the Session:

- Introduce yourself and state any important announcements (e.g. COA staff will occasionally leave a coloured sheet of paper on the podium with relevant updates).
- Remind presenters that they each have 6 minutes for presentation, and 3 minutes for discussion (COA) or 4 minutes for discussion (CORS).
- Remind delegates that they will need to fill in the electronic evaluation form found on the COA App, to obtain CME credits.
- Take your seat at the moderator's table.

Moderating the Presentations:

Ensure presentation times are respected:

- At the 5-minute mark of each talk, indicate to the presenter that 1 minute remains
- At the 6-minute mark of each talk, indicate to the presenter that their time is up
- Talk times should be respected. Should a talk need slightly more than 6 minutes, please ensure that the timing for each block of papers is respected, even if that means reducing time for discussion.

Discussion and Response:

Moderators should also be prepared with their own comments and questions based on reading the submitted abstracts, which will have been sent via email prior to the start of the Annual Meeting.

Please remind all delegates to complete the evaluation in the COA App in order to get their CME credits.

If any technical difficulties occur during presentations which are not the fault of the speaker, keep track of the elapsed time and allow the speaker his/her designated time. If an author of a paper does not appear on schedule, please proceed to the next paper on the program and move the delayed paper to the end of the program.

If you have any problems with AV or sound, please consult the instructions left on the podium to call a technician.

If you have any questions, please contact Meghan Corbeil at the COA: meetings@canorth.org.