Thank you for participating as an Annual Meeting Moderator. Your role is important to maximizing the learning experience for our attendees. Please see below for guidelines and important information.

➢ Paper Session Moderators – See Page 1
➢ All other Session Moderators (symposia, ICL, etc.) – See Page 2

PAPER SESSION MODERATORS

Each paper presentation is allotted 6 minutes for speaking plus 4 minutes of discussion. The length of the paper sessions varies. Please consult the final program for the exact number of presentations and timing for your session.

BEFORE THE SESSION:

1. Familiarize yourself with all abstracts in your session.
2. Familiarize yourself with the pronunciation of names and affiliations.
3. Prepare questions to stimulate discussion as needed.
4. Bring a time-keeping device (e.g. cell phone) and keep the session 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 presenting a paper, or individuals attending a specific talk, may do so at the time indicated in the program.

TECHNICAL ISSUES:

1. 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.
2. If any technical difficulties occur which are not the fault of the speaker, keep track of elapsed time and allow speaker his/her designated time.
3. If a presenter is not present at the time of their talk, proceed to the next paper on the program and move the delayed paper to the end.
4. If you have any problems with AV or sound, please consult the instructions left on the podium.
5. Ask participants questions or present a related case during technical/AV troubleshooting. Keep audience engaged and focused on session.

ON SESSION DAY:

Start the Session:

1. Take your seat at the moderator’s table.
2. Introduce yourself and state any important announcements (e.g. COA staff will leave a coloured sheet of paper on the podium with relevant updates when applicable).
3. Remind presenters that they each have 6 minutes for presentation, and 4 minutes for discussion.
4. Remind delegates to fill in the electronic evaluation form in COA App or online to obtain CME credits.
5. Note the paper number and name of any presenter who has not included a financial disclosure slide (see below).

*** IMPORTANT ***
The first slide of each presentation must outline financial disclosure. It is the moderator’s responsibility to note the paper number and presenter name for any presentation missing a disclosure slide. E-mail the info to meetings@canorth.org immediately following the session.

Moderate the Presentations:

1. Maintain the schedule. If necessary, defer lengthy discussions to the end of the session or suggest that the discussion be continued in private, once the session has ended.
2. Ensure presentation times are respected:
   o At the 5-minute mark, indicate to the presenter that 1 minute remains
   o At the 6-minute mark, indicate to the presenter that their time is up
3. 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 discussion time.

Discussion and Response:

1. Facilitate 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.
2. During discussions, ask participants to identify themselves and speak audibly.
3. Prepare your own comments and questions based on reading the submitted abstracts. Abstracts are sent via email by the COA prior to the start of the Meeting.

Ending the Session:

1. Thank speakers and participants.
2. Remind all delegates to complete the evaluation in the COA App or online to obtain CME credits.

Questions? Please contact Meghan Corbeil at the COA: meetings@canorth.org
ALL OTHER SESSION TYPE MODERATORS (SYMPOSIA, ICL ETC.)
The number of presentations and length of each session varies per program. Please consult the program for information.

PLANNING THE SESSION:
1. Clarify your role in planning the session with respective Subspecialty Chair on CPD and Program Committee.
2. Is it your duty to select faculty and topics, or simply moderate the session on site? Ensure roles are clearly defined and understood with your specialty chair.

IF YOU ARE Selecting Faculty and Topics
1. Choose current topics not recently covered at a COA meeting.
2. Ensure selected faculty are representative of the entire Canadian orthopaedic community. Diversity in gender, geography, ethnicity, seniority etc. should be considered. Refer to COA’s statement on diversity and inclusion.
3. Ensure speakers are aware of time limits and disclosure policy. Provide all relevant session details.
4. Review talks to ensure appropriate length and avoid overlap and repetition with other talks in session.
5. Provide regular updates to Subspecialty Chair and copy meetings@canorth.org on all communications.
6. Develop session objectives per the COA’s suggested guidelines.

IF YOU ARE NOT Selecting Topics and Faculty
1. Obtain relevant session information from Subspecialty Chair or COA through meetings@canorth.org.

BEFORE THE SESSION:
1. Familiarize yourself with all presentations in your session.
2. Familiarize yourself with the pronunciation of names and affiliations.
3. Prepare questions to stimulate discussion as needed.
4. Bring a time-keeping device (e.g. cell phone) and keep the session on schedule. Use any reasonable means to stop a speaker who has exceeded the allotted time. The session MUST stay on schedule to respect all presenters and participants.

TECHNICAL ISSUES:
1. 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.
2. If any technical difficulties occur which are not the fault of the speaker, keep track of elapsed time and allow speaker his/her designated time.
3. If a presenter is not present at the time of their talk, proceed to the next presentation on the program and move the delayed talk to the end.
4. If you have any problems with AV or sound, please consult the instructions left on the podium.
5. Ask participants questions or present a related case during technical/AV troubleshooting. Keep audience engaged and focused on session.

ON SESSION DAY:

Start the Session:
1. Take your seat at the moderator’s table.
2. Introduce yourself and state any important announcements (e.g. COA staff will leave a coloured sheet of paper on the podium with relevant updates when applicable).
3. Remind presenters to stay on time per schedule in final program.
4. Remind delegates to fill in the electronic evaluation form in the COA App or online to obtain CME credits.
5. Note the session and name of any presenter who has not included a financial disclosure slide (see below).

*** IMPORTANT ***
The first slide of each presentation must outline financial disclosure. It is the moderator’s responsibility to note the session and presenter name for any presentation missing a disclosure slide. E-mail the info to meetings@canorth.org immediately following the session.

Moderate the Presentations:
1. Maintain the schedule. If necessary, defer lengthy discussions to the end of the session or suggest that the discussion be continued in private, once the session has ended.
2. Ensure presentation times are respected:
   o Indicate to the presenter when 1 minute remains
   o Indicate to the presenter when their time is up
3. Talk times should be respected. If talks exceed allotted time, reduce discussion time if necessary.

Discussion and Response:
1. Facilitate the question-and-answer discussion period. The session moderators, not the speaker, conduct the discussion by recognizing participants on the floor.
2. During discussions, ask participants to identify themselves and speak audibly.
3. Prepare your own comments and questions based on session objectives and presentation topics.

Ending the Session:
1. Thank speakers and participants.
2. Remind all delegates to complete the evaluation in the COA App or online to obtain CME credits.

Questions? Please contact Meghan Corbeil at the COA: meetings@canorth.org.