



MODERATOR INSTRUCTIONS

Moderators:

Dr. Hanneke Hermans and Program Committee

Friday, Welcome, announcements, thank sponsor and State of the Art Lecturer introduction – 8:30AM-8:45AM

Friday, Scientific Abstract Presentations – 11:05AM-12:05PM and 1:20PM-2:00PM

Friday, Case Reports – 2:00PM-2:45PM and 3:05PM-4:05PM

Friday, 5-Minute Sponsor Thank You – 4:05PM-4:10PM

Friday, Hot Topics Discussion – 4:10PM-5:00PM

Dr. Ria Chalder and Program Committee

Saturday, Welcome and State of the Art Lecturer introduction – 8:30AM-8:45AM

Saturday, Scientific Abstract Presentations – 11:05AM-12:05PM and 1:20PM-2:40PM

Saturday, Case Reports – 2:40PM-4:15PM

Saturday, Hot Topics Discussion – 4:15PM-4:45PM

Saturday, IEOC Member Business Meeting – 4:45PM – 5:15PM

Abstract presentations are 20 minutes. Case presentations are 15 minutes.

MODERATOR GUIDELINES

At the meeting:

1. Arrive Early

- a. Arrive at least 10 minutes prior to the start of the session.
- b. Introduce yourself to the presenters.
- c. **Remind speakers** about the time limit for their presentations/discussions. Be prepared to give speakers a two minute warning.

2. Start and End the Session on Time

Start and end the session on time. **Keep presentations within the time allotted.**

3. Audiovisual Equipment

- a. A lavalier microphone will be available on the lectern and a mic is also on the podium. Make sure speakers know how to use it.
- b. Each lectern is equipped with a battery-operated laser pointer. Remind presenters to leave the pointers on the lectern at the conclusion of their talks.

4. Speaker Time Limits

- a. Start and end the session on time. **Keep discussions within the time allotted.**
- b. **At the beginning of the session, make an announcement that there is a time limit** for presentations/discussions that will be enforced to keep the session on time.
- c. **At the time limit**, one of the moderators should **stand next to the speaker/discussion leader**, thank him/her, and **announce the next speaker**. The announcement could be as follows: "Thank you. We are at the end of the allotted time; we will move on to the next discussion. The next speaker is..."

5. Report Problems

- a. Inform the IEOC representative of any audiovisual problems.