

# INTERNATIONAL STROKE CONFERENCE 2024

## MODERATOR GUIDELINES

### CONFLICT OF INTEREST DISCLOSURE:

All participants must complete their conflict of interest disclosure form in the online system. If the disclosure information is not entered, you will not be allowed to participate. You may enter your COI information via the online disclosure system; please log in using your PHD account information. Click on the link below; then click on your name in the upper right corner and select "Disclosure". [ISC Disclosure Site](#)

For questions or problems accessing the COI site, please contact [Stroke.Participant@Heart.org](mailto:Stroke.Participant@Heart.org).

All speakers are required to begin their presentation with a conflict of interest disclosure slide. If a slide is not included in a speaker's presentation or if the speaker fails to verbally disclose commercial relationships and/or discussion of unlabeled/unapproved uses of products, the Moderator must ask the speaker to give a verbal disclosure statement.

**Per ACCME guidelines, as a Moderator, you must verbally disclose any conflicts of interest when you introduce yourself at the beginning of the session; this is mandatory.**

Please review the "Invited Speaker & Oral Abstract Presenter Guidelines" on the "[For Presenters and Moderators](#)" page on the ISC Web site ([strokeconference.org](http://strokeconference.org)) for instructions given to the speakers in your session. All guidelines and information for program participants and a sample disclosure slide can be found on this Web page.

### SESSION FORMAT:

All program participants must arrive at the assigned room 10 minutes prior to the beginning of the session. The Moderator must confirm attendance of all presenters.

#### I. Call to Order

The Moderator should address the audience 5 minutes prior to session start time and inform them that they should be seated as the meeting will begin shortly. The Moderator will remind attendees that recording of sessions by video or still photography is prohibited.

#### II. Convene the Session

- The Moderator will call for audience attention, introduce themselves and the Co-Moderator (if applicable) and announce the overall subject of the session.
- **The Moderator will remind attendees (both in-person and virtual) that they can submit questions and answer presentation polls using the Mobile Meeting Guide app and via the virtual meeting (OEP) site. Brief instructions will be left on the Head Table in each session room. Please read these instructions to the attendees at the beginning of the session.**
- The Moderator will encourage all presenters to adhere to their allotted times, ensure that all presenters comply with disclosure (see below), and will open the floor to questions at the appropriate times. A speaker timer will be in the room to assist the Moderator.
- The Moderator will call for the first presenter and begin the session.

#### III. Presenter Disclosure - Mandatory

- All oral presenters must include an opening slide (first or second slide in the presentation) listing any financial disclosures and unapproved/unlabeled disclosures.
- If unlabeled use of a commercial product or an investigational use not yet approved for any purpose is discussed, the presenter must also include a slide disclosing that the product is not labeled for the use under discussion or that the product is still investigational. The presenter must also verbally disclose this use to the audience.
- If the presenter fails to display a disclosure slide, per ACCME guidelines, **it is the responsibility of the Moderator to ask the presenter if there are any relationships to disclose before they proceed with the presentation.**

- If the presenter references work within their presentation previously published by another author, they must include a complete citation at the bottom of the appropriate page.
- Presenters must exclude any information that may compromise or violate patient confidentiality.

#### **IV. ARS Polling and Questions**

All sessions will have both Q&A and ARS polling capabilities via the Mobile Meeting Guide app and the virtual meeting (OEP) site. Instructions will be sent to the speakers on how to set-up polling questions in their presentation.

Both in-person and virtual attendees can submit questions for the speakers via the Mobile Meeting Guide app and the virtual meeting (OEP) site. **There will be a laptop at the head table for the Moderator to access the questions submitted. Instructions on how to access the questions submitted for your session will be on the head table. One of the session Moderator's should be responsible for collecting the questions submitted; they will direct the questions to the applicable speaker(s).** If a question is submitted via the app during the session:

- The Moderator will address the applicable speaker and repeat the question to them.
- The Moderator will type the answer given to the question into the app so that virtual attendees can read the response. This will also allow all answers to the questions to show in the OnDemand page for the session.
- In person attendees may also ask questions by going to one of the mics stationed in the session room.

**There will be an online training session for all Moderators in late January to demonstrate how the Q&A and the polling features will work. The information for this online training will be e-mailed to all moderators in early January. If you are unable to attend the online training session live, a recording will be available on the "[For Presenters and Moderators](#)" page on the ISC Web site ([strokeconference.org](http://strokeconference.org)). It is your responsibility to view this training in order to be able to instruct attendees how to access/answer polls and to view questions for the speakers.**

#### **V. No-Shows**

In the event of a no-show, the Moderator should fill the time with questions and discussion, rather than go to the next speaker. This allows the remaining program to stay on schedule and attendees to hear designated speakers of their choice at the pre-scheduled time. The next presentation should commence at the scheduled time.

#### **VI. Adjourn**

The moderator may want to briefly summarize the presentations and add a few last-minute comments. The moderator will adjourn as closely as possible to the scheduled adjournment time. Presenters and moderators must adhere to the session end time as another session will begin in the room 15 minutes later.

### **Registration/Housing Information**

You must [register](#) for the conference and obtain housing online.

### **Moderator Registration**

Invited Speakers and Moderators receive complimentary registration via an e-mail link that was sent to them in early October. If you need assistance or a refund, please send an e-mail to [InternationalStroke@xpressreg.net](mailto:InternationalStroke@xpressreg.net) and tell them that you are a moderator for the International Stroke Conference 2024 or the applicable Pre-Conference Symposium.