

Information for Moderators

We are delighted to have you as a moderator for AHA 2019! Moderators play an integral role in the success of educational sessions. Moderators at AHA Scientific Sessions assist in the preparation of the session prior to the event and ensure a successful session during the program.

Overview

Prior to AHA 2019	<ul style="list-style-type: none"> • Provide needed feedback to AHA staff prior to the event as need for replacement speakers or other direction needed for the session. • Coordinate the session speakers prior to the conference via a teleconference or email to review topics and ensure important aspects of selected topics are covered in the session.
During AHA 2019	<ul style="list-style-type: none"> • Arrive to the room 15 minutes prior to the session beginning and introduce yourself to the other moderator and the session speakers • Ensure speaker stay within the time allotment for their talk and directing speakers to conclude when their time has ended.
After AHA 2019	<ul style="list-style-type: none"> • Provide feedback on your session and sessions speakers following the session

Moderator Role and Responsibilities

Prior to AHA 2019

- Moderators serve as the leads for each session held at AHA Scientific Sessions. We utilize moderators for replacement speakers or other direction needed for the session prior to the meeting.
- Moderators are expected coordinate the session speakers prior to the conference via a teleconference or email to review topics and ensure important aspects of selected topics are covered in the session and/or that there is not overlap between talks.
 - Please encourage speakers to follow the 1 slide per minute of talk time in preparation for their talk.
 - Review necessary information related to Audience Response Systems or discussion time or other forms of audience participation with speakers.
- Moderators have access to the Presentation Management System to review slides prior to your session. Please review slides prior to moderating your session.

During AHA 2019

- Review the online Program Planner to reconfirm the day, time, and location of the sessions you are moderator using the Online Program Planner or the AHA mobile event app.
- Arrive to your session location 15 minutes prior to the session and introduce yourself to the other moderator and speakers. Check the presentation management system to see that all speaker's slides are showing up in the system.
- Remind speakers the importance of staying within the time parameters of their talk and that we will have to conclude their talk if they run over time.
- During the session
 - Welcome attendees to the session and provide an overview of any necessary information related to audience response or questions through the app.
 - Introduce each speaker and provide their talk title.
 - Encourage attendees and speakers to use the meeting hashtag #AHA19 on social media platforms to continue the discussion.
 - Highlight any subsequent session on a related topic that attendees should put on their schedule.
- Closing the session
 - Thank speakers for their role in the session and attendees for joining.