



Moderator Guidelines and Responsibilities

As moderators, you are asked to maintain the schedule and monitor the discussions. We must emphasize that it is very important that we adhere to the schedule in order to accommodate all of our activities.

If you are moderating an oral abstract session, copies of each abstract to be presented in your session as well as contact information for the presenting authors will be provided to you at a later date. We encourage moderators to discuss the session with each other, and consider contacting the presenters to discuss their talks and the importance of staying on schedule.

Most plenary sessions are set up to allow 4 15 minute presentations followed by a 15 minute Q&A/Discussion period at the end of the session.

Oral abstract presentations are allotted 10 minutes for presentation and an additional 5 minutes for discussion.

I. Prior to Session

- Please arrive at the meeting room at least 10 minutes prior to the beginning of the session, and introduce yourself to the presenter and/or co-moderator.
- Review the timer mechanism on the table. If you need assistance, contact the audio/visual technician using the microphone.

II. Call to Order

- Address the members of the audience 5 minutes prior to actual starting time and inform them that they should begin to find their seats as the meeting will begin very shortly.
- The moderator will remind attendees that recording of sessions by video or still photography is prohibited. Only if permission is obtained from the speaker, non-flash photography is acceptable.

III. Convene the Session

- Call for audience attention and introduce yourself and your co-chair that is serving with you.
- Introduce the overall subject of the session.
- The amount of time available to speakers will vary by session; details for your session have been provided to you separately.
- Encourage presenters to use the lavalier microphone in addition to the lectern microphones so their presentations may be heard more clearly.
- Remind speakers that they must disclose conflicts of interest with a “disclosure slide” as the first slide of their presentation – please see below. (All were instructed to do this prior to the conference.)
- Call for the first presenter and begin your session.

Note: Communicate with your audience quickly and firmly. This allows for maximum use of time and alerts the audience that the session will be well coordinated.

IV. Moderator and Presenter Disclosure – Mandatory for Continuing Education Requirements

- All moderators and presenters must include an opening slide listing any disclosures. For presenters, 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, *it is the responsibility of the moderator to ask the presenter if there are any relationships to disclose before he proceeds with the presentation.*
- If the presenter references work within his presentation previously published by another author, he must include a complete citation at the bottom of the appropriate slide.
- Presenters must exclude any information that may compromise or violate patient confidentiality.

V. No-Shows

In the event of a no-show, **do not** proceed to the next speaker, but fill the time with questions and discussion. If the first speaker is a no-show, you and your co-chair need to be prepared to fill the time.

VI. Refreshment Breaks and Housekeeping Announcements

If a refreshment break is scheduled following the session, please announce the break and time for reconvening. Other announcements will be at the moderator table before the session begins.

VII. Adjourn

- You may want to briefly summarize the presentations and add a few last minute comments.
- Adjourn as closely as possible to the scheduled adjournment time.

VIII. Life Threatening Emergencies

- Fire - Remain calm. Direct everyone to follow "Exit" signs.
- Individual emergencies - request the AHA staff to contact security and/or emergency personnel. Administer assistance to stricken individual until help arrives.

IX. Infants and Small Children

On rare occasions, crying infants and small children have caused disturbances in some of the sessions. Should this occur in your session, request that the parents quiet the child or take it from the room.

AHA POLICIES:

Photography/Recording Policy

Unauthorized recording of the AHA Scientific Sessions, scientific conferences and the ASA International Stroke Conference is prohibited, whether by video, still or digital photography, audio or any other recording or reproduction mechanism. This includes recording of presentations and supporting audio-visual materials, poster presentations and supporting poster materials.

The American Heart Association and America Stroke Association reserve the rights to all recordings or reproductions of presentations at AHA/ASA scientific conferences and meetings. Check the program for information about the availability of videotapes or audiotapes for purchase. Exceptions to this policy prohibition are

1. Nonflash photography of the speaker and his/her presentation materials is permitted by attendees or AHA/ASA accredited reports upon the prior written consent of the AHA/ASA and of the speaker.
2. Audiotape recording for strictly personal and noncommercial use is permitted if not disruptive; and exhibitors may photograph their own booth for promotional purposes upon prior written consent of the AHA/ASA.

No Smoking Policy

AHA policy prohibits smoking in conference meeting rooms and exhibits/registration areas. Thank you for your cooperation.

Cell Phone Policy

Please silence all cell phones and pagers during sessions.