

MODERATOR GUIDELINES

BEFORE THE SESSION

Review each abstract.

Be familiar with the presenter, their affiliation and title of the paper.

Be prepared with a question if at all possible.

BE READY

It is your session. If there is a problem question, be ready to guide the discussion.

PROCEDURE

1. Each moderator alternately introduces the presenters (including their topic, institution, and country)
2. Moderators may also be presenters in the session
3. Moderators have the privilege after the Presiding Officer to ask the presenter questions or comment on the presentation. Moderators should ask at least one question of the presenter.

DISCLOSURE

In compliance with CME regulations we require each speaker to include disclosure information as the first slide of their presentation. If this slide is not included, the speaker **must** verbally disclose. If the speaker does not disclose at the beginning of their presentation, you must stop the presentation and ask that they disclose. If the speaker chooses not to disclose, you must stop the presentation altogether.

ALWAYS

Be respectful of the speakers and their topic. If you have a personal agenda, it must be discussed after the session. It is appropriate to guide and moderate.

QUESTIONS AND ANSWERS

It is your obligation to ensure the audience can clearly hear questions from the floor. Insist on use of available microphones.

ANNOUNCEMENTS

Remind participants at the beginning and end of your session that evaluations must be completed through the ASMBS online credit claims system in order to receive CME credits. Instructions will be emailed to participants.

Remind participants to visit the exhibit hall during the break. When making this announcement, **DO NOT** comment about the *quality* of the exhibited products. You may say something about the informative or excellent exhibits but no reference to the products or their quality.