Session Moderator Guidelines

ASNR thanks you for your time and efforts in moderating a session. Moderators play a crucial role in the success of the meeting, as they control the flow and atmosphere of the sessions.

General Guidelines

Important points to keep in mind when moderating:

• It is your job to keep the program on time, introduce speakers, and assist speakers with any AV issues.
• Familiarize yourself with the session speakers, description, and topics.
• Reach out to co-moderators and presenters to coordinate introductions and session plans as needed.
• Arrive at your assigned room least 15 minutes prior to your session start time and check in with AV assistant to ensure that all lectures for that session are loaded.
• A script, a detailed schedule, and a speaker timer will be provided in the session room.
• For abstract sessions, check to be sure all abstracts are loaded and ready with AV assistant in room, and announce prior to session for speakers to check in with you to check how they would like to be introduced, and confirm attendance, and order of speakers.
• If a speaker does not show up, facilitate a Q&A session so that the next speaker will start at the assigned time.
• Make sure the presenter’s disclosure is shown on the screen and/or given verbally.
• Remind all speakers to speaker slowly and clearly, directly into the microphone. Interrupt kindly if a speaker drifts away from the microphone. Please note, there are likely members of the audience who are using hearing-assistance devices or are not native English speakers.
• Facilitate discussion, asking questions of the presenters, if necessary to stimulate discussion.
• Do not allow the speakers to go over time, or for the audience to continue discussion over assigned time.
• If a speaker does go over time, stand up facing speaker, and politely but firmly interrupt them, thank them graciously, and say that in the interest of time we need to move on to the next speaker.
• If a speaker finishes early, facilitate discussion with the audience, leading a Q&A to fill the time so that the next speaker will start at the assigned time.
• Remind audience members to state their names and relevant financial relationships prior to participating in discussion. Repeat questions from audience if required.
• Moderators should close the session with any announcements and closing remarks as necessary.
• Report any biased discussions, problems, questions or concerns to Erica Kruse, ASNR Director of Education, in person or via email ekruse@asnr.org.
• Moderators are responsible for their own registration fees and travel expenses.

Questions

Technical Support During the Session
There will be an AV tech stationed in or near the session room in case of any technical issues. There is also a “Help Needed” button on the presentation screen to call for assistance.

General ASNR Education Questions
All other questions regarding ASNR, educational content, scheduling, assignments and general meeting should be sent to Erica Kruse, ASNR Director of Education, at ekruse@asnr.org.