Poster Session Moderator Guidelines

Thank you for agreeing to be a Poster Session Moderator

Session evaluation is required documentation for evaluation of the Annual Meeting.

- Online completion of the Moderator Onsite Monitoring Form is encouraged and appreciated.
- A printed Moderator Onsite Monitoring Form can be obtained from Poster Management at the Information Desk in ARVO Central, Exhibit Hall.
- Completed Moderator Onsite Monitoring Forms should be returned to Poster Management at the Information Desk in ARVO Central or the Meeting Management Office in Room 318A.

Your role as a Poster Session Moderator includes:

**Before the Annual Meeting**

Review the presentations in your session via Annual Meeting’s Online Planner available from the Annual Meeting website during the week of March 5.

- Review the abstracts to be presented in the session
- Be prepared to ask one or two questions of each presenter
- Engage the audience and each presenter in a discussion of the posters

Contact your Co-Moderator, if applicable, to coordinate Poster Session Moderator tasks. Moderators will receive an email from arvoabstracts@arvo.org during the week of March 12 when confirmed Moderators have been added to the Online Planner and Mobile App for your reference.

**At the Annual Meeting**

Check in at Poster Management, at the Information Desk in ARVO Central in the Exhibit Hall.

- Pick up a Moderator ribbon for your name badge. Moderator ribbons are also available from the Meeting Management, Room 318A.
- Pick up a Moderator Onsite Monitoring Form to identify the questions to be asked on the online Moderator Onsite Monitoring Form.

**NOTE:** You are strongly encouraged to complete the Moderator Onsite Monitoring Form online.

**Attend your scheduled Poster Session time.**

- You are expected to arrive early at your designated Poster Session for the scheduled Poster Session time. It is suggested that you circulate, introduce yourself, remind the presenting authors about the disclosure policies, comment on the presented material, and promote discussion between the presenting authors and the attendees during the designated session time. You may also need to welcome and advise any new presenter who may be unsure about making a poster presentation.
- Remind presenters that their posters must remain displayed the entire day and to return at the end of the day to remove their posters no later than 30 minutes after the end of the last poster session.
Unauthorized Substitutions of Presenters

- The Board of Trustees and the Annual Meeting Program Committee have expressed concern regarding unauthorized substitutions of presenters, and the practice is strongly discouraged.
- If someone else (co-author or colleague) appears to present the poster, please note the presenter’s name on the Moderator Onsite Monitoring Form. (As part of the post-meeting evaluation documentation process, Meeting Management will confirm pre-approved Substitute Presenters. First Authors of abstracts with unauthorized substitute presenters will be disqualified from submitting a 2019 abstract as First Author.)

No-Shows

- If no one attends to present a poster during either of the Poster Session time, the First Author must be listed as a “No Show” for that session on the Moderator Onsite Monitoring Form.
- The First Author will be disqualified from submitting 2019 abstract as the First Author, so be certain the presenter is not on the poster or in the immediate vicinity.

ARVO Commercial Relationships/Full Disclosure

- Presenters must make full disclosure of commercial relationships on their poster.
  - It is required that they display on the poster and announce at the beginning of their presentation all applicable commercial relationships within the last 12 months related to their presentation topic, including the name of the firms with which a commercial relationship exists for the First Author and their spouse/partner and each Co-author.
  - If there is knowledge of additional commercial relationships that are not fully disclosed, the moderator and/or attendee may ask the speaker to add a full disclosure to the poster.
  - If full disclosure is not made, note the non-compliance on the Moderator Onsite Monitoring Form.

Disclosure of Essential Elements

- Presenters must reveal the essential structure (DNA sequence, molecules, etc.), the elements of a novel compound, or sufficient identification of new gene compounds as part of their presentation.
- Note any non-compliance on the Moderator Onsite Monitoring Form.

ARVO Recording Policy

- Recording by any means (photographing, audiotaping, videotaping) of any presentation/session is prohibited, except by an ARVO-authorized agent or by First Authors who wish to photograph their own poster presentation. Violators risk confiscation of their equipment and/or dismissal from the Annual Meeting as deemed appropriate by ARVO.
- Be prepared to ask someone who is recording/photographing to stop. If the recording/photographing continues, you should immediately contact Poster Management at the Information Desk in ARVO Central, Exhibit Hall.
- You can also report violations to the IP Patrol floor monitors with bright yellow vests.

Report Problems

- All issues should be relayed to Poster Management at the Information Desk at ARVO Central in the Exhibit Hall, or the Meeting Management Office in Room 318A.
- The sooner Meeting Management is aware of a problem, the sooner it can be addressed and resolved.

Evaluate the Session

- Session evaluation is required for ARVO’s post-review of the poster presentations.
- Online completion of the Moderator Onsite Monitoring Form is encouraged and appreciated.
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- Completed Moderator Onsite Monitoring Forms should be returned to Poster Management at the Information Desk at ARVO Central in the Exhibit Hall, or the Meeting Management Office in Room 318A.

If you have any questions about the Poster Session Moderator Guidelines, please contact Meeting Management at arvoabstracts@arvo.org.