Paper / Invited Speaker Session / SIG Moderator Guidelines

The Moderator Evaluation Form is required documentation

- The Moderator Evaluation Form must be filled out online.
- If there are two or more moderators for a session, please coordinate with co-moderators and complete only one form.

Your role as a paper / invited speaker session / SIG moderator includes:

Pre-Annual Meeting

1. Review the presentations in your session via the Annual Meeting’s Online Planner available from the Annual Meeting website during the week of March 11.

2. Contact your co-moderator, if applicable.
   Develop an introduction to open the session. This introduction should be a comprehensive one- or two-sentence statement addressing the subject matter of the session.

3. Plan with your co-moderator in advance - who will perform the following:
   - Introduce the presenters
   - Operate the speaker timer.
   - Make brief announcements included in the moderator notebook at the start of the session.
   - Complete and submit the Moderator Evaluation Form.

At the Annual Meeting

1. Pick up a session moderator ribbon from the ribbon board.
   - FYI - There is no check-in required.

2. Arrive early for your session
   - Arrive at least 10 minutes before the start of the session.
   - Review the announcements (available on the podium) and check the mobile app for any programming changes (withdrawals) that have been made.
   - Introduce yourself to the Room Monitor.
     - The Room Monitor or the in-room AV Tech can show you how to use the speaker timer.

3. Give reminders to presenters
   - Introduce yourself to each presenter as he/she arrives and confirm that all have checked in at Speaker Ready Room 331 and have approved his/her uploaded presentation.
If a presenter has not reviewed and approved his/her uploaded presentation in Speaker Ready Room 331, refer them immediately to the Room Monitor.

Uploads will not be allowed in the session room from personal electronic devices. **No exceptions.**

- **Logistics**
  - The lavaliere microphone should be placed directly below the chin, so when presenters turn their head during their presentations, they will still be heard.
  - If they must use the podium microphone, they must speak closely into the mic to be heard.
  - The AV Tech will display the session disclosure slide while the presenter verbally discloses. The presentation slides will be shown after the verbal disclosure takes place.
  - Remind presenters to leave the laser pointer on the lectern at the conclusion of their presentation

- **Content**
  - 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.
  - All questions from the floor should be repeated before the discussion begins.

- **Timing**
  - Paper presenters may not exceed their time limit of 15-minutes; 10 minutes for presentation, 5 minutes for Q&A.
  - Symposia/workshop presentation times vary. Please refer to the Moderator Notebook.
  - The total of all SIG presentations may not exceed 35 minutes of the session.

4. **Report any problems to the room monitor**
   - Each session will have a Room Monitor. The Room Monitor will assist Moderators in resolving any issues during the session and reporting directly to Meeting Management.

   - Inform the Room Monitor of any problems in a timely manner. The sooner Meeting Management is aware of a problem, the sooner it can be addressed and resolved. The Meeting Management Office is located in Room 336; or email arvoabstracts@arvo.org.

5. **Start the session & announcements**
   - A Session Disclosure Slide listing commercial relationships for all moderators and presenters will repeatedly be displayed by the in-room AV Tech during the moderator’s introduction of each presenter.
     - If the Session Disclosure Slide is not displayed during a presenter’s introduction, the moderator must ask the AV Tech to display the slide before the presentation can begin.

   - Moderator will make general announcements which will be available on the podium (verbiage copied below).

   - The AV Tech will display the **Session Disclosure Slide** while the Moderator is introducing the presenter and the presenter is orally stating his/her disclosures.

   - After the **Session, Disclosure Slide** has been displayed, and presenter disclosures have been orally stated, control of the Presenter’s slide display will be transferred to the Presenter to begin their presentation.
6. Start and end each presentation on time

- Start and end each individual presentation as scheduled.
  - Start the speaker timer at the beginning of each presentation.
  - After a presenter’s disclosure is made at the beginning of their presentation, if you are aware of a lack of full disclosure related to their presentation topic, be prepared to ask for this information before the start of their presentation.
    - If a member of the audience requests full disclosure from a presenter, you must require the audience member also to provide their own disclosure of any commercial relationships they have in relation to the topic of the session and/or presentation.

- Keep each Paper presenter within their 15 minute time allocation of a 10-minute presentation and 5-minute discussion period.
  (Symposia/workshop presentation times may vary; the total of all SIG presentations may not exceed 35 minutes of the session)
  - Give the presenter a 2-minute warning to wrap up their 10-minute presentation and begin Q&A.
  - Give the presenter a 2-minute warning to conclude their presentation/discussion after 15 minutes.

- At the 15-minute time limit:
  - The Moderator should stand next to the presenter, thank him/her, and announce the next presenter.
  - The announcement could be as follows: “Thank you. We are at the end of the allotted 15 minutes; there is no time for questions. The next presenter is...”

- If an abstract presentation and its Q/A period end early:
  - The moderator must initiate additional discussion or pause the session and wait until the scheduled start time for the next talk.
  - You cannot go on to the next paper session until its scheduled start time.

- If a paper has been withdrawn:
  - You must hold a discussion during that 15-minute increment.

- You cannot go on to the next paper presentation until its scheduled start time.
  - Many attendees base their daily schedule on the presentation time and expect to hear an individual presentation at its scheduled time.

- The session must end at its scheduled time.
  - Please respect the moderators and presenters of the following session by providing them with the full amount of session transition time.

7. Address substitute presenters and/or no presenter

- If a co-author arrives to present the paper:
  - Confirm with them that they have been pre-approved by Meeting Management as a Substitute Presenter.
  - If not, you must hold a discussion during the 15 minutes allotted and note the First Author as a “No Show” on the Session Evaluation Form.
  - **You cannot go on to the next paper.** Many attendees base their daily schedule on the presentation time and expect to hear an individual presentation at its scheduled time.
• If no one arrives to present the paper:
  o The First Author must be noted as a “No Show” on the Session Evaluation Form.
    • The First Author will be disqualified from submitting an abstract for the 2021 Annual Meeting as First Author.
  o Again, you must hold a discussion during the 15 minutes allotted.
  o **You cannot go on to the next paper.** Many attendees base their daily schedule on the presentation time and expect to hear an individual presentation at its scheduled time.

• All substitutions and “No Shows” must be noted on the Session Evaluation Form.
  o As part of the post-meeting evaluation documentation process, Meeting Management will confirm pre-approved Substitute Presenters.
  o First Authors of abstracts with unauthorized substitute presenters will be disqualified from submitting a 2021 abstract as First Author.

8. Evaluate the session
   • Session evaluation is required documentation for ARVO’s CME accreditation.
   • Completion of the online Moderator Evaluation Form is required.

9. Please leave the announcement sheets on the podium for the next session.
ANNOUNCEMENTS to be made by Moderator at beginning of Session

ARVO Commercial Relationships Policy - Presenters

“In support of the ARVO Commercial Relationships Policy, the ARVO Board of Trustees and the ARVO Annual Meeting Program Committee want to remind all presenters that it is required that they orally state at the beginning of their presentation all commercial relationships relevant to their presentation, including the name of the firms with which a commercial relationship exists for the First Author, their spouse/partner, and each of their Co-authors. If there is knowledge of additional commercial relationships that are not fully disclosed, the moderators and/or audience may ask the presenter to provide full disclosure during the discussion period. Thank you for your cooperation.”

ARVO Commercial Relationships Policy - Moderators

Moderators must announce their disclosures relevant to the session topic at this time.

ARVO Recording Policy

“Recording by any means (photographing, audio taping, or videotaping) any presentation/session is prohibited, except by an ARVO-authorized agent. Violators of this policy will be
asked to stop. If the recording does not cease, violators risk confiscation of their recording equipment, and/or dismissal from the session or the Annual Meeting as deemed appropriate by ARVO. Thank you for your cooperation.”

**Q&A**

“Please use floor microphones for asking questions so that the entire audience can hear the questions.”

“Please keep questions brief to accommodate as many questions as possible.”

**Paper Presentations Format**

 *(Does not apply to Invited Speaker / SIG presentations – Do not announce)*

“For each Paper presentation, there is a 15-minute time limit for a 10-minute presentation and 5 minutes for Q&A. At the end of the 15 minutes, the presentation or discussion must end so that the next presenter can be introduced.”