Poster Session Moderator Guidelines

The Moderator Evaluation Form is required documentation

- Online completion of the Moderator Evaluation Form is required.
- If there are two or more moderators for a session, please coordinate with co-moderators and complete only one form.

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 11.

- 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.

**At the Annual Meeting**

Attend your scheduled Poster Session time.

- There is no check-in required.
- 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 15 minutes after the end of the All Posters 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 Evaluation 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 2021 abstract as First Author.)

No-Show
• If no one attends to present a poster during the session time, the First Author must be listed as a “No Show” for that session on the Evaluation Form.
• The First Author will be disqualified from submitting 2021 abstract as the First Author, so be certain the presenter is not at the poster or in the immediate vicinity.

ARVO Commercial Relationships/Full Disclosure
• Presenters must make full disclosure of commercial relationships on their poster.
  o 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.
  o 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.
  o If full disclosure is not made, note the non-compliance on the Evaluation 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 Evaluation 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 336.
• 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 Evaluation Form is required.

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