



## Instructions for Invited Session Moderators

### Overview

Invited sessions at Annual Meeting include the Basic/Clinical Lecture, Symposia, Minisymposia, and Cross-Sectional Group Sessions. The agenda of each session is determined by the session organizer, but for the purpose of this document all invited moderators should follow the same instructions. The main format of invited sessions includes the playing of a curated video that combines all the speakers' prerecorded presentations, followed by a live Q&A discussion that you will facilitate via a Zoom Webinar.

### Before your session

- ✓ Check your 'My Agenda' tab for the session, which was automatically added to your agenda.
- ✓ Review the presentation titles at the bottom of the session page. Click on each tile to view the presentation description.
- ✓ Ask the session organizers if all presenters will attend the live Q&A. Some speakers may not be able to join due to time zone constraints.
- ✓ Choose a quiet place to sit during the discussion, with minimal background noise and proper lighting.

### 10 minutes prior to session start time

Set a reminder to ensure you are on time for this pre-session preparation time.

- ✓ Navigate to Schedule>My Agenda and click on the session.
- ✓ Click on Join Meeting - this will launch the Zoom application and enter you into a pre-presentation area. During this time, you will be able to see and hear the presenters, and they will be able to see and hear you.
- ✓ Check how your name is listed on the Participants tab. Click More>Rename if incorrect.
- ✓ An A/V team member will be running the session room. They will check to ensure your sound levels and video positioning is correct.
- ✓ Before the session officially starts, you will be asked to mute your microphone and turn off your video.
- ✓ There are two Chat areas to monitor. Please review with the technical support staff before the session starts. 1) Pop out the Zoom Chat as a separate window to converse with the speakers/moderators. 2) Keep the Pathable page for the session open as attendees will send questions on the Pathable Chat.
- ✓ Silence any computer notifications.
- ✓ Tips to ensure the best connectivity: close other browser windows (especially Facebook); try to avoid having anyone else in your household streaming during the discussion portion; unplug PlayStation versions 4 or 5 and Xbox from the wall.

### Session start time

At the session start time, the A/V team member will share their screen and play the curated video of presentations within the session.

- ✓ While the presentations play, keep an eye on the Zoom and Pathable Chats for questions to address at the end of the session.
- ✓ Write down a couple questions you have for the presenters.

## After the video ends

When the video ends, the A/V team member will turn off their screen share and instruct the moderator and all presenters to turn their video back on.

- ✓ Facilitate the discussion and Q&A. Monitor and communicate the questions that come in via the Zoom and Pathable chat boxes. Attendees will not be able to turn on their cameras or microphones to ask questions.
- ✓ Keep yourself muted when you are not involved in a discussion.
- ✓ Be prepared to redirect the questions or conversations to another presenter if someone is having connectivity issues.
- ✓ If there are no questions from the audience, ask any questions you have for the presenters.
- ✓ Do your best to divide the time evenly between presenters.
- ✓ If needed, presenters can share their screen to answer a question.
- ✓ If a presenter is not there, encourage the attendee with questions to post it in the Pathable Chat on that presentation page, not the Zoom/session chat. Alternatively, they can send a direct message to the presenter. The presenters have been instructed to monitor communications throughout the meeting and through June 30.
- ✓ Monitor the time. The organizers determined the exact timing of the Q&A portion, which is listed on the session page. While the meeting will not cut off mid-sentence at the closing time, we encourage you to keep to the time so attendees can get to other sessions.
- ✓ You are not required to complete a session evaluation form this year.

## Announcements – read at Q&A start time

- Welcome to the Q&A for [The session title]. This session is being recorded and will be uploaded to the ARVO 2021 meeting platform within one day. The recording will be available until June 30<sup>th</sup>.
- Enter questions for any of the presenters in the Pathable Chat box.
- If you would like to converse with a presenter after the session, you can request a one-on-one meeting in the virtual meeting platform.
- (if applicable) [Presenter name] was not able to attend the live discussion. Post questions for them in the Chat on their presentation page.
- Presenters, please introduce yourselves now.