



## Paper / Invited Speaker Session Moderator Guidelines

### Overview

It is the responsibility of each Moderator to:

- Review the abstracts/presentations to be presented in the session and note whether each presentation is virtual or in-person, as listed in the [virtual platform](#).
- Prepare one or two questions to ask of each presenter.
- Engage the audience and each presenter in a discussion of the presentation, including virtual presenters joining via Zoom for Q&A.
- Complete the online [Moderator Evaluation Form](#) to ensure ARVO policies and accreditation requirements are being followed. If there are two or more moderators for a session, please coordinate and complete one form.

### Pre-Annual Meeting

1. **Review the presentations** in your session via the Annual Meeting's [virtual platform](#). Prepare one or two questions for each presenter. Take note of any presentations that will occur virtually.
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.**
2. **Arrive early for your session.**
  - Arrive at least 15 minutes before the start of the session.
  - Review the announcements (available on the podium) and check the mobile app for any programming changes (withdrawals or changes to a virtual presentation) that have been made.
  - Introduce yourself to the Room Monitor and in-room AV Tech.
  - The AV Tech can show you how to use the speaker timer.
3. **Give reminders to presenters.**
  - Introduce yourself to each presenter as they arrive and confirm that all have checked in at Speaker Ready Room 109 and have approved their uploaded presentation.
  - If a presenter has not reviewed and approved their uploaded presentation in Speaker Ready Room 109, refer them immediately to the Room Monitor.
  - Uploads will not be allowed in the session room from personal electronic devices. No exceptions.

### *In-person Presenter Logistics*

- Presenters should speak directly into the microphone so they will be heard clearly in the room and on the session recording.
- 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.

### *Virtual Presenter Logistics*

- The AV Tech will display the session disclosure slide and then play the prerecorded presentation.
- Virtual presenters are encouraged, but not required, to join via Zoom for a live Q&A after the presentation, or for a scheduled panel discussion during Invited Sessions. The AV Tech will switch to their live feed if they are present and signal to you if they are not present.
- If the presenter does not join for the live Q&A, initiate additional discussion or pause the session and wait until the scheduled start time for the next talk.

### *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. This is especially important if the question is for a virtual presenter.

### *Timing*

- Paper presenters may not exceed their time limit of 15-minutes; 10 minutes for presentation, 5 minutes for Q&A. The remaining two minutes is for transition to the next speaker.
- Invited session presentation times vary. Please refer to the Moderator Notebook.

## **4. Report any problems to the room monitor.**

- Each session will have a Room Monitor to assist Moderators in resolving any issues during the session and reporting directly to ARVO Staff. Inform the Room Monitor of any problems right away.

## **5. Start the session & announcements.**

- Moderator will make general announcements which will be available in the moderator notebook on the podium.
- The AV Tech will display the Session Disclosure Slide while the Moderator is introducing the presenter and the presenter is orally stating their disclosures. Virtual presenters have been instructed to include their verbal disclosure in their recording.
- After the Session Disclosure Slide has been displayed, and presenter disclosures have been orally stated, control of the in-person 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 an omission, be prepared to ask for this information before their presentation.
    - If a member of the audience requests financial disclosure from a presenter, you must require the audience member also to disclose their financial relationships.

- Keep each Paper presenter within their time allocation of a 10-minute presentation, 5-minute discussion period, and 2-minute transition. Symposia/minisymposia/cross-sectional group presentation times vary.
  - 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 the Q&A after 15 minutes.
  - If everything is on time, you may start transitioning to the next speaker, but the speaker should not start their presentation until the start time in the program.
- At the 15-minute time limit:
  - The Moderator should thank the presenter 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, a paper has been withdrawn, or a virtual presenter does not join for a live Q&A:
  - 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 presentation until its scheduled start time. Many attendees base their daily schedule on the presentation time.
- The session must end at its scheduled time.

#### **7. Address substitute presenters and/or no presenter/prerecorded presentation**

- 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.
- If no one arrives to present the paper and/or there is no prerecorded presentation submitted:
  - The First Author must be noted as a “No Show” on the Session Evaluation Form.
  - Again, you must hold a discussion during the 15 minutes allotted.
- All substitutions and “No Shows” must be noted on the Session Evaluation Form.
  - As part of the post-meeting evaluation documentation process, Meeting Management will confirm pre-approved Substitute Presenters.

#### **8. Evaluate the session**

- Session evaluation is required documentation for ARVO’s CME accreditation.
- Completion of the online [Moderator Evaluation Form](#) is required.

#### **9. Leave the moderator notebook on the podium for the next session.**