# Paper Session Moderator Guidelines

## The Moderator Evaluation Form requires documentation.
- The **Moderator Evaluation Form** must be filled out online.
- Please coordinate with the co-moderator and **complete only one form**.

## Your role as a moderator includes:

## Arrive early for your session
- Introduce yourself to each presenter as they arrive and confirm that all have checked in at Speaker Ready Room **603** and have approved their uploaded presentation.
  - If a presenter has not completed these steps, they must go to the Speaker Ready Room **603**.
  - Uploads will not be allowed in the session room from personal electronic devices. **No exceptions.**
  - Uploads from personal electronic devices will not be allowed in the session room. **No exceptions.**
  - Remind presenters that they may not exceed their time limit of 15 minutes; 10 minutes for presentation, 5 minutes for Q&A.

## Start the session & announcements.
- The in-room AV Tech will repeatedly display a Session Disclosure Slide listing commercial relationships for all moderators and presenters 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.
- 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.

## 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.
- **Keep each Paper presenter within their 15-minute time allocation** of a 10-minute presentation and 5-minute discussion period.

- o Give the presenter a 2-minute warning to wrap up their 10-minute presentation and begin Q&A.
  - o Give the presenter a 2-minute warning to conclude their presentation/discussion after 15 minutes.
- **At the 15-minute time limit:**
  - o The Moderator should stand next to the presenter, thank him/her, and announce the next presenter.
- **If an abstract presentation and its Q&A period end early**:
  - o The moderator must initiate additional discussion or pause the session and wait until the scheduled start time for the next talk.
  - o You cannot go on to the next until its scheduled start time.
- **If a paper has been withdrawn**:
  - o You must discuss that 15-minute increment.
- **The session must end at its scheduled time**.
  - o Please respect the moderators and presenters of the following session by providing them with the full session transition time.

## Address substitute presenters and/or no presenter

- **If a co-author arrives to present the paper:**
  - o Confirm with them that they have been pre-approved by Meeting Management as a Substitute Presenter.
  - o If not, you must discuss 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:**
  - o The First Author must be noted as a "No Show" on the Session Evaluation Form.
  - o Again, you must discuss during the 15 minutes allotted.
- **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.

## Evaluate the session.

- Session evaluation is required documentation for ARVO's CME accreditation.
- Completion of the online **Moderator Evaluation Form** is required.