

GUIDELINES FOR *Moderators*

2018 CSTE *Annual* CONFERENCE

GENERAL GUIDELINES

Session moderators are selected by the Program Planning Committee and must register to attend the conference.

Moderators are responsible for contacting presenting authors prior to the conference, managing session time, introducing speakers, limiting presentations to the allotted time, and allowing time for questions and answers.

Breakout sessions are 90 minutes in length and involve oral presentations focused on specific topics and are designed to share information and stimulate discussion. Sessions have audiovisual equipment available, consisting of a **laptop** computer, **LCD panel**, **screen**, and the appropriate **sound equipment** for room size. Sessions do not have telephone conferencing equipment, telephone lines, or internet lines available.



MODERATOR SYSTEM TRAINING

A webinar tutorial on the presentation system (Confex) is available at www.csteconference.org. In addition, a moderator training on the system will be conducted onsite. See the agenda for a schedule of training times.



BEFORE THE CONFERENCE

REVIEW. Moderators need to review the Guidelines for Oral Presentations as it includes important guidance for presenting authors. Access your personal Speaker's Corner to review the session details, including presentation titles, presenting authors, and abstract information if permitted by the author.



CONFIRM. Approximately three to four weeks prior to the conference, moderators need to contact presenting authors to discuss the session and coordinate presentations. If you or a presenting author cannot attend, contact your CSTE Program Staff lead immediately.



REMIND. Presenting authors must upload presentation slides in Speaker's Corner by the advance deadline on Friday, June 1, 2018 by 11:59PM. After the advance deadline, presentations may only be uploaded or updated onsite in the speaker ready room, no later than 24 hours prior to the start of your session.



PHOTOGRAPHY DISCLOSURE

By participating in this conference, you grant CSTE the right to take and distribute photographs, videotapes, electronic reproductions, and audiotapes of events and activities for use in CSTE print and digital materials.



Important Dates

4-27-18 Invitation Response

6-1-18 Presentation Upload



INVITATION RESPONSE

Formal letters of invitation are sent by e-mail from the CSTE national office by **March 23**. Moderators should respond to the invitation online. All moderators are expected to register for the conference and pay related fees. **Your response to the invitation to present is required no later than 11:59PM EST on April 27, 2018.** Moderators that fail to respond by the deadline will be considered accepted and expected to attend. If you can no longer moderate a session, then contact your CSTE Program Staff lead immediately so they can find a replacement moderator.

QUESTIONS Contact the CSTE national office at (770) 458-3811 if you have questions that are not addressed in the guidelines or the CSTE website.

PRESENTATION TIME



In order to respect presenters and the audience, all presentations must not exceed their allotted timeframes.

Presenting author presentation times will vary depending on the session. Presentation times can be accessed through your online invitation information in Speaker's Corner. A direct link to your personal Speaker's Corner can be found in your invitation e-mail.

GENERAL GUIDELINES			
Presentation Format	Breakout	Quick	Lightning
Key attributes	Oral presentation requiring a comprehensive review and discussion	Oral presentation with limited review and discussion	Oral presentation limited to speedy sharing of relevant results and conclusion
Presentation Length	18-30 minutes	10 minutes	5 minutes
Q&A	5 minutes included with presentation length	20 minutes at end of session	15 minutes at end of session
# of Presentations in Session	3-5 presentations	7 presentations	15 presentations
Session Length	90 minutes	90 minutes	90 minutes

BEFORE THE SESSION STARTS

- ➔ **Arrive at your designated meeting room** 15 minutes prior to the scheduled session to meet presenting authors.
- ➔ The computer in your room will be preloaded with presentations submitted online by the advance deadline and all presentations uploaded or updated in the speaker ready room 24 hours before the start of your session.
- ➔ Encourage presenting authors to **sit at the front of the room** for quick transitions.
- ➔ **Discuss a warning signal**, can be your own signal or use the time remaining cards, with presenting authors that will indicate a presentation should conclude.
- ➔ **Review presentation time again** and remind presenting authors that they must verbally disclose any financial support or conflicts of interest per the CSTE speaker disclosure guidelines.

DURING THE SESSION



Start the session on time. This is extremely important to ensure each presenting author has time for the presentation as well as questions and answers with the audience.



Presenting authors should present in the order listed in the agenda. If a presenter is a no-show readjust the order accordingly and allow other presenting authors more time or promote discussion at the end of the presentations. Please let the CSTE Program Staff lead know of no show authors.



Encourage attendees to fill in seating and ask that cell phones are silenced.



Keep presenting authors on time. If a presenter author is going over time and you have used warning signals, then stand next to the person as yet another visual cue. If this doesn't work, it is perfectly acceptable and respectful to other presenting authors, to interrupt the presenting author. You may say something to the effect that you hate to cut such an interesting presentation short, but in fairness to the other presenting authors, you must.



During the question and answer segment, moderators should always repeat the question for the attendees. Moderators may want to develop their own questions during the session in case attendees do not ask questions.



End the session on time. Close the session by thanking presenting authors and encouraging attendees to complete a conference evaluation.



If an attendee is being disruptive, ask that questions/comments be held until the end so that the session does not fall behind time. If the attendee continues to be disruptive, then report it to a CSTE staff member.



IT and Audio Visual technicians are available onsite for assistance when needed. Because they monitor many technical components to the conference, they are not able to remain in the room throughout a session. If you need a technician onsite, please use the onsite technical support contact card found in your meeting room or seek assistance at the registration desk or speaker ready room.

AFTER THE SESSION



Verbally Thank Presenting Authors. The CSTE National Office will send formal thank you letters by e-mail to all presenting authors listed on the agenda.

Share Feedback about the session with the Committee Chair and your CSTE Program Staff lead.