

CSTE Annual Conference Moderator Guidelines

CONTACTING SESSION SPEAKERS

- Breakout sessions are 90 minutes in length. Each presentation within the session is allotted time for their individual or panel presentation. If more than one speaker is invited for a presentation, then please ensure the speakers adhere to the total presentation time.
- Review the session agenda with speakers for allotted presentation time and Q&A time whether it is at the end of each presentation or at the end of all presentations for the session. Notify speakers that a warning signal will be given 1-2 minutes before their time is up.
- If you have questions about the session, please contact the CSTE National Office.

SPEAKER DISCLOSURE

- Ensure that speakers must disclose to participants prior to speaking any significant financial interest or other relationships with the manufacturer(s) of any commercial product(s) or provider(s) of any commercial services discussed in a session presentation and with any commercial supports of the activity. This pertains to relationships with pharmaceutical companies, biomedical device manufacturers or other corporations whose products or services are related to the subject matter of the presentation topic. Having an interest or affiliation with a corporate organization does not prevent a speaker from making a presentation, but the relationship must be made known in advance to the audience. Questions regarding CSTE speaker disclosure should be directed to the CSTE National Office.

COORDINATING PRESENTATIONS

- Speakers have been informed to bring their PowerPoint presentation on a flash drive to the session. Plan to arrive at your designated meeting room 10-15 minutes prior to your scheduled session to meet your speakers and load the presentations on the laptop computer.
- The CSTE National Office does not collect presentations in advance of the meeting or for post-conference display.
- Handouts are not a requirement; however, we encourage speakers to bring and provide the handouts themselves. Copy machines will not be provided onsite to make copies of handouts.

MANAGING SESSION TIME

- Breakout sessions should be called to order on time and follow the presentation schedule indicated in the final program agenda.
- Introduce each speaker and limit each speaker to the allotted time.
- Give each speaker a warning signal one to two minutes before the end of their allotted time.
- Please allow ample time for questions and answers.

MANAGING SESSION AUDIO/VISUAL NEEDS

- Breakout sessions will have audiovisual equipment available, which consist of a laptop computer, LCD panel, screen and the appropriate sound equipment for room size.
- CSTE cannot provide conferencing equipment, telephone or internet lines for any breakout session.
- If a speaker requires other audiovisual equipment, please contact the CSTE National Office no later than May 1, 2009.