

## **Guidelines for Poster Moderators**

Dear Moderator,

I would like to thank you in advance for agreeing to participate and share your expertise as a moderator at this year's Western Section AUA's Annual Meeting.

Our main goal this year during the scientific sessions is to promote dynamic discussion and relevance for our audiences. I would like you to extract the scientific merit of the papers presented in your session and be sure to stimulate discussion points when necessary. We have devoted more time to discussion in each session, so please be sure that your session remains on schedule in order that the discussion time is utilized to the fullest extent. Be sure to read all of the abstracts and make notes for your session. With a little extra effort on everyone's part, we can make this year especially excellent and increase the educational value and scientific merit of our scientific sessions. THANK YOU!

### **As a Moderator you will be expected to:**

- ◆ Test and know how to use the timer. (Timer will be on the moderator table).
- ◆ Begin the session on time, keep the session on time and do not run over time period.
- ◆ At beginning of session, introduce yourselves and welcome attendees to the session and announce that the session has started with 20-25 minutes of viewing the posters. Presenters may stand by their posters to answer questions.
- ◆ At 15 minutes into the session, announce that there is 10 minutes remaining until the presentations begin.
- ◆ At 5 minutes left, please announce that there is 5 minutes left and that the first 3 presenters please be ready at the "next speaker seats". At the same time announce to please turn off cell phones or set to vibrate. Use cell phones in hallway away from session room.
- ◆ Start the poster presentations and introduce each speaker
- ◆ Offer or pose questions to the audience to encourage discussion. Encourage use of floor microphones. (Always repeat the questions from the audience)
- ◆ If no point is made on the presentation, briefly state your expert opinion and/or take home message.
- ◆ Keep the session to the scheduled times – strictly enforce the presenter's time limit. Reduce discussion should a session fall behind.
- ◆ Remind attendees to complete session evaluation form to receive CME credit.

### APPROXIMATE SESSION TIME FRAME: 120 MINUTES

- AT 25 MINUTES: BEGINNING OF SESSION / VIEWING
- AT 60 MINUTES: SHOULD BE AT THE 10<sup>TH</sup> PAPER
- AT 90 MINUTES SHOULD BE AT 20<sup>TH</sup> PAPER
- AT 120 MINUTES: END OF SESSION