

## **Guidelines for Moderators in the Scientific Sessions**

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. Should you have further questions, please refer them to your session program planner or myself. Be sure to read all of the abstracts and make notes for your session to increase the educational value and scientific merit of our scientific sessions as well as keep our attendee's attention. With a little extra effort on everyone's part, we can make this year especially excellent. THANK YOU!

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

- ◆ Test and know how to use the timer. (Timer will be on moderator table)
- ◆ Begin the session on-time and keep the session on-time, do not run over time period.
- ◆ At beginning of session, welcome attendees to the session, introduce yourself and other moderators and announce that the session has started, to please have everyone seated.
- ◆ Announce that people "please turn off cell phones or set to vibrate as a courtesy to our speakers. It goes to say that cell phone use should be done out in the hall, away from the session room."
- ◆ Announce that the first 3 presenters be in place at the "speaker ready seats" so others follow suit.
- ◆ Introduce each speaker.
- ◆ Utilize scheduled discussion time to challenge presenters with your expert opinions.
- ◆ Offer or pose questions to the audience to encourage discussion, create audience participation and enthusiasm.
- ◆ Encourage the audience to ask questions using floor microphones during scheduled discussion time.  
**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.