



Moderator Guidelines for Oral Presentations

Prior to the session

- Please read through the abstracts (provided to you) for your session and plan at least one question for each presenter.
- Bring a list of the abstracts for the session you are moderating.
- Please respect the order in which the presentations are listed in the final program.
- Prepare an introduction related to the topic to give the audience a flavor as to the theme of the session (optional).

Day of the Session

- Please arrive at your session room 15-20 minutes in advance
- Confirm proper set up with a laptop, data projector, and screen.
- Each presenter will bring their PowerPoint presentation on a memory stick
- Please ensure each presentation is loaded and appropriately identified
- Remind presenters of the order of presentations and the 10 minute time limit



New This Year! Recruitment of Assessors in the Room

As part of your role, we would appreciate it if you would request that audience members assess each presentation using the online assessment tool.

During the Session

- **Begin the session promptly** by introducing yourself and the title of the session.
- Remind audience of the format (10 minute presentations followed by 5 minutes for Q&A)
- The presentation schedule should be maintained as it appears in the final program. If a presenter does not show up for their presentation, please do not start the next talk early.
- Introduce the first presenter.
- Following each presentation, open the floor to questions from the audience.

Ending the Session

- Thank all presenters and the audience

If you are unable to fulfill your task due to a last-minute conflict, you are responsible for finding a replacement. For more information, please contact Mary (Digout) Cunningham, CCME Secretariat: mcunningham@afmc.ca