

## **SPEAKER GUIDELINES**

### **TIME ALLOTMENT -**

Pay careful attention to the time allotted for your presentation. You are requested to practice your presentation, including using your slides, to make sure it fills the time allowed.

### **GUIDE -**

A light guide will be used to assist you in staying within the time allotted. When the light turns yellow, you will have three minutes to conclude your talk. If you are running behind, please use this time to summarize. The red light means to conclude/end.

### **DISCLOSURE –**

In compliance with CME regulations, presenters are required to include disclosure information as the first slide of the PowerPoint presentation. Non-compliance may affect eligibility for future presentations. A template disclosure slide is available on the meeting website.

## **MODERATOR GUIDELINES**

### **BEFORE THE SESSION -**

Review each abstract.

Be familiar with the presenter, their affiliation and title of the paper.

Be prepared with a question if at all possible.

### **BE READY -**

It is your session. If there is a problem question, be ready to guide the discussion.

### **TIME -**

It is your responsibility as moderator to keep the program on schedule. You may have to remind a speaker that his/her time is up. If a speaker runs overtime, once he/she has left the podium, remind the audience again that all talks must stay within the time allowed.

### **DISCLOSURE –**

In compliance with CME regulations we require each speaker to include disclosure information as the first slide of their presentation. If the slide is not included, the speaker must verbally disclose.

### **ALWAYS -**

Be respectful of the speakers and their topic. If you have a personal agenda, it must be discussed after the session. It is appropriate to guide and moderate.

### **QUESTIONS AND ANSWERS -**

It is your obligation to ensure the audience can clearly hear questions from the floor. Insist on use of available microphones.

### **ANNOUNCEMENTS -**

Remind participants at the beginning and end of your session that evaluation forms, which can be found in their registration packets, must be completed, signed, and turned in to the Registration Desk in order to receive CME credits.

Remind participants to visit the exhibit hall during the break. When making this announcement, DO NOT comment about the *quality* of the exhibited products. You may say something about the informative or excellent exhibits but no reference to the products or their quality.