



Dear Moderators,

Thank you for agreeing to chair or moderate a session at this year's World Congress. Our new format Olympiad meeting is made up of submitted talks, which are presented in three different session formats, requiring slightly different management. Your role as a moderator is essential to the success of our meeting and we thank you for familiarizing yourself with this important information about your role.

As well as time keeping and discussion management, you will also be asked to score and comment on the best presentations at the end of the session.

The three session types you may be asked to moderate are as follows:

Conventional oral communication sessions:

Including one or two invited keynote lectures, which are usually given by the moderators, these sessions comprise the highest scored abstracts within the session theme. Up to 7 speakers per session will deliver no more than 7 minute presentations. A total of 3 minutes per presentation are allowed at the end of the abstract presentations for discussion.

Some oral sessions are followed immediately by a related rapid fire discussion (see below). These are usually in the same topic theme. One or more moderators are asked to stay to moderate that discussion as a continuation of the existing session. In these cases, a second invited keynote lecture follows the oral communication abstracts, to allow moderators to ensure a seamless transition to the rapid fire discussion.

Rapid fire discussion sessions:

Commencing immediately after oral communication sessions (usually as a continuation of the same topic theme), these sessions also comprise high scored abstracts, but in a new format for this year. **This relies on our moderators for effective delivery:** Up to 10 speakers are asked to present a snapshot (rapid presentation) of their work (technique / case / update) in 3 minutes. 20 minutes are allowed at the end of the session for a moderated 'panel style' rapid fire discussion with the presenters around the key themes arising. There will be no audience Q&A in the room for these sessions.

Moderators are asked to review abstracts for these sessions in advance, to be able to create effective discussion with the participants around key themes arising.

Poster discussion sessions:

All posters are presented as power point slides online on our virtual platform. In addition, those attending in person are invited to give 2 minute overviews of their poster in topic themed poster sessions within our 'open stage' within the exhibit hall. If you are asked to moderate one of

these sessions, please keep speakers to their short time allowance, allow all speakers to present, and encourage discussion between the presenters and the audience according to the themes identified.

ISAPS World Congress is presented live, and also On Demand on our virtual platform. As a moderator you will be provided access to our audience questions via our App and will be asked to moderate these as well as any in room questions arising

You can review the full program for your sessions via our online program at <https://www.xcdsystem.com/isaps/program/2SKTspN/index.cfm>.

Please familiarize yourself with the sessions, speakers, and their abstracts so that you can facilitate Q&A and discussion at the end of the session.

1. Speakers

All speakers are presenting onsite. We will inform you if any of the speakers in your session are unable to attend due to illness etc...otherwise please expect all to be present and manage timings accordingly.

2. Scoring:

You will find a print-out, with details of your session (including speaker names) on the moderation table when you arrive in the session hall. You are asked to score each presentation and your final scores will be used to decide the best presentation awards for our Awards ceremony on Saturday September 2nd.

3. Time keeping:

Our program timing is very tight and sessions may not run over. One of your roles as chair is therefore to ensure that all speakers adhere to their time allocation and to stop them if necessary. If speakers do overrun, then the Q & A/ discussion part of the session will need to be reduced.

To ensure that the program runs smoothly, the following procedure will be used to maintain good timekeeping:

The program shows times allowed for each speaker. The speaker will be able to monitor their time via a timer in the pre-view-monitor and will be notified when their time expires. If the speaker continues to talk and does not start concluding their presentation, then we ask you after a short tolerance to ask them to stop.

3. Q&A

Every Session has two or three moderators, at least one of whom is usually presenting a keynote in the session. We ask that the moderator who is not presenting takes responsibility for the smooth running of the session and timings, and the other(s) for managing questions and discussion. Delegates have the chance to ask questions via the Q&A Microphones or they can use the Q&A tab within the event app which moderators will also be able to review on the iPad provided. You will then need to decide which are appropriate and ask them within the discussion. It is worth noting that questions cannot be answered via the iPad. But speakers/moderators can log on to the app on their own phone after the session - click into their session and respond to any questions via the app in text if any questions have been missed.

At the end of each session: Please ensure that you have scored all presentations, and remind all delegates to evaluate the session via the App. There will be a slide at the end of

each session with this instruction. Delegates need to do this to receive their CME certificates and their ratings are also used to decide award winners and future speakers.

Thank you very much for your support!

Basic Rules for a Great Moderator at ISAPS Olympiad!

1. During the break before your panel familiarize yourself with the AV technical support staff. Make sure all your speakers are in the auditorium before the time of your panel.
2. At the time of your session, be the first one to come up to the podium. Then invite your first speaker to come up to the stage to avoid any delays between the sessions.
3. Avoid delaying the start of your session regardless of how many are in the audience. One delay kills the entire day!
4. Have a couple of lines to introduce keynote presenters, and remind invited by ISAPS to speak - ultimately it adds value to the meeting.
5. Stick to the real time, no “favors” to anyone even if he or she is a friend and stop them when their time is up. It is discourteous to the other speakers, and to the audience, to allow one speaker to monopolize the session.
6. Leave enough time for discussion and questions. It is disrespectful to the audience not to allow time for their questions.
7. Only open questions to the audience after the speakers have answered your questions. You are running the show. It is the moderator’s responsibility to keep the room full of energy and to make sure that the audience is awake, motivated and keen to ask questions.