



58th
annual meeting
44th
post-graduate
course

ESPR
2024
SEVILLE
June 3rd - 7th



>>> MODERATOR GUIDELINES <<<

Many thanks for participating in the **ESPR 44th Post-Graduate Course and/or ESPR 58th Annual Meeting** as moderator.

Moderating is crucial to guarantee the best performance during the sessions as well as ensure the proper progress of the congress for it to be a complete success.

The aim of this document is to advise moderators on their task – we hope it will serve you as a guide.

Before the Congress

The Technical Secretariat will have informed you of the sessions to be moderated including the date, scheduled slot, topic, and speakers participating.

If you are unable to attend the Congress due to any last-minute unforeseen event, please promptly notify the Congress Secretariat.

During the Congress

- ✓ On the stage table, you will find the following documents:
 - Document in which all brief bios of the speakers of the session will be compiled in order to assist you during their introduction to the audience.
 - Questionnaires for the evaluation of Oral Communications (if there are any in the session you moderate). The evaluation of Oral Communication will be rated from 0 to 10 – you will be able to take notes and write down any comments and/ or incidents that you consider. Please note that the questionnaires of evaluation must be hand in to the hostess at the end of the session.
- ✓ Arrive at the meeting room at least 15 minutes before the start of the session in which you participate and introduce yourself as a moderator to the audiovisual technicians - the AV technician will provide you some instructions on the usage of timer.
- ✓ While introducing the session to start, please remind the attendees that mobile devices must be in silence mode.

Established **schedule** compliance:

- ✓ The session must start and end at the set time. The scheduled time for each presentation is not extendable. We humbly ask to be strictly complied with it to avoid unnecessary delays. As prevention, there will be a timer for moderators and speakers placed on stage that would warn you if the time assigned has passed.
- ✓ If for any reason one of the Oral Presentations is cancelled at the last minute, please move to the next paper – the remaining time will be use for discussion and debate of any of the topics discussed during the session. All incidents occurred must be noted on the 'Questionnaires for the evaluation of Oral Communications' sheet.



58th
annual meeting
44th
post-graduate
course

ESPR
2024
SEVILLE
June 3rd - 7th



At the **beginning of the session**:

- ✓ Introduce yourself and announce the session to start. While introducing the session to start, please remind the attendees that mobile devices must be in silence mode.
- ✓ Introduce the speakers and enounce the title of the presentation.
- ✓ Remind attendees of the importance of filling out the online survey that will be sent by the Technical Secretariat once the congress finalizes to obtain their attendance certificate.

You should moderate the **discussion** allowing the audience to ask questions:

- ✓ Q&A will take place at the end of each presentation.
- ✓ Questions can be renounced to ensure the audience to hear them correctly.
- ✓ In any case, please encourage audience participation and debate.

To **close the session** you should...

- ✓ Make a final summary with the most interesting milestones of the session.
- ✓ Thank the audience for their attendance and speakers for their participation.