

# ASRM Scientific Congress

## INSTRUCTIONS TO ORAL ABSTRACT SESSION MODERATORS

Thank you for agreeing to moderate an oral abstract session for the ASRM Scientific Congress. To help the session run smoothly, we would be grateful if you would observe the following instructions.

### Before the session begins:

- Familiarize yourself with the layout of the room and the audio-visual equipment so that you can help the speakers if necessary. Confer with the audiovisual staff that are rotating through the rooms, or an ASRM staff member assigned to your room, if you have any questions.
- In case of any technical difficulty, click on REQUEST ASSISTANCE button on the screen (this button is located on the bottom of the presentation screen and has a red flag on it) or signal the technician if in the room.

### When the session begins:

- At the start of the session, **announce the title** of the session.
- Ask the audience to **switch mobile phones and electronic devices to silent!** Remind the audience that audio or video recording or photographing presentations is strictly prohibited.
- Please ensure that the session **starts and ends on time.**

### During presentations:

- Please **keep speakers to time** and enforce a strict time limit.
  - Each paper is allocated exactly 11 minutes – 8 minutes for the presentation and 3 minutes for discussion/Q&A. Please make sure that each abstract presenter starts at their assigned time. This may mean politely but firmly cutting off enthusiastic discussion.
  - Please **do not let speakers begin before the scheduled start time of their presentation.** Attendees may be coming from a different part of the convention center and will be relying on the existing presenting order.
  - Because the oral abstract sessions are scheduled to the minute, there is no time for long introductions of the speakers or awarding of certificates. Member groups should award prize papers during other official meeting time, **not** during the oral abstract sessions unless previously approved.
  - If a speaker fails to show up or speak during their allotted time, please lead a short discussion on a topic related to the session until the next presentation is scheduled to begin and email [abstracts@asrm.org](mailto:abstracts@asrm.org).
  - If a speaker is late, their presentation must end at the correct time, no matter how short that makes their presentation. To be fair to all presenters, no extensions may be given.

**Thank you for your contributions to the ASRM Scientific Congress!**