

## RRNW SESSION MODERATOR GUIDELINES

*These guidelines set forth the duties and responsibilities of session Moderators for all oral sessions as well as invited speaker sessions and opening, closing, and dinner speakers. The Session Moderator will need to cover all aspects listed below.*

Session Moderators: A session Moderator may be anyone who has organized an accepted or assigned session for RRNW. Moderators are responsible for the session content and all correspondence with speakers *prior to the Symposium*, and introducing the session and speakers *at the symposium*. Session Moderator responsibilities include the specific following items:

*Prior to the Symposium:*

- Reviewing submitted abstracts.
- Reviewing submitted presentations for the session; if necessary, recommending minor presentation changes to speakers so that their talk better fits into the session. In some cases the Moderator may need to assist a presenter in a significant rewrite of their presentation.
- Contacting speakers to obtain presentation titles and final abstracts.
- Finalizing the session title.
- Determining the session format including:
  - length of individual talks,
  - format and time allotted for question/answer or panel discussion, and
  - order of speaker presentations.
- Assuring presenters understand they must register for at least one day of the symposium, including the day that they are presenting.
- Assuring presenters have a copy of 'Speaker's Guidelines' and any other guidance material to assist them as they finalize their presentation.
- Requesting speaker bios for introductions and verifying attendance of all speakers.

*At the symposium:*

- Attending the speaker breakfast to meet with and coordinate speakers.
- Introducing the session topic (briefly), including a comment on how the talks are organized.
- Directing speakers on loading their presentations onto the symposium computer.
- Explaining lighting, sound systems, and use of the computer remote to the speakers.
- Addressing special requests.
- Introducing the session speakers.

\*\*Please note that the speaker breakfast will be held each morning 45 minutes prior to the start of the symposium. Placards will be placed at tables in the breakfast room with session numbers. It is requested that moderators attend the speaker breakfast to meet the speakers in your session and answer any pertinent questions.

*\*PLEASE READ THE SPEAKER GUIDELINES FOR SPECIFIC PRESENTATION DETAILS\**