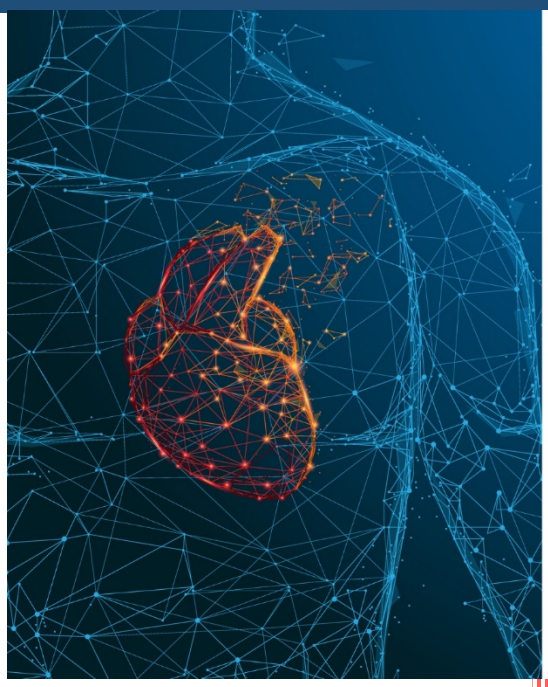
SCMR Moderator Guidelines



SCMR 23rd Annual Scientific Sessions

Transforming Cardiovascular Care Through Discoveries in Imaging

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Overview

The influential role of the Moderator in "managing" an SCMR session, both as time and discussion gatekeeper, cannot be overstated.

It is the moderator's responsibility to introduce the session and presenters, facilitate the dialogue, including questions from the audience, keep the session on schedule, and acknowledge any session sponsors.

The following guidelines have been prepared to ensure the smooth and uniform running of the meeting sessions. Please become fully acquainted with them.

Before the Meeting

- **Familiarize yourself with your session** in the online program **here** and review each presenters' biography, if provided.
- **In conjunction with your co-moderator**, feel free to connect with the presenters in your session with specific instructions to enhance the flow of the session.
- **Download the meeting app**.
- **Locate the presentation room Locate the presentation room** prior to the start of your session, a day before if possible.
- **Locate the session room here**.

Arriving for the Session

- **Arrive 10 minutes before the session starts** to check equipment, make sure each presentation is loaded, meet presenters, and resolve any last-minute issues.
    a. Confirm and identify a table reserved outside of your session room to facilitate continued dialogue between the presenters and delegates after the session.
    b. Ask the presenters for the proper pronunciation of their name.
    c. Identify yourself to the audiovisual technician in the meeting room.
- **Locate the Moderator Questionnaire** at the head table, if it is not there check with the AV tech or request them to reach out to HQ staff to obtain a copy.
- **Moderators will sit at the head table** while the first row of seats in the meeting room will be reserved for presenters.

During the Session

- **Start on time.** This is extremely important to ensure each presenter has her/his allotted time.
- **Introduce yourself** (name and affiliation).
- **Introduce each presenter in the order listed in the online program/mobile app**. Be sure to mention each presenter's name, affiliation, and presentation title.
    a. If a presenter is a no-show, readjust the order accordingly.
- **IMPORTANT: Keep the session on time**. **Timing for individual presentations is crucial to the success of the conference.** Speaker timers located at the lectern will have green, yellow, and red lights, which are pre-set according to the time allotted for your session. The green light appears during a talk, the yellow light indicates the speaker should be concluding their presentation, and the red light indicates the speaker should stop presenting. You are responsible for stopping speakers from going over their allotted time.
- **Provide the opportunity for attendees** to ask questions, if time permits at the end of the session. Aisle microphones will be in each room for the question and answer (Q&A) segment.*

- **End the session on time**. Close the session by thanking presenters for presenting and announce the opportunity to meet with presenters outside of the session room at the designated table.
- ***NEW:** The questions around presentations often exceed the time available during the session. In order to facilitate discussion of the speakers' work and expertise without interfering with the transition to the next session in your lecture room, the SCMR will provide a reserved speaker table outside the lecture room. The table will be reserved for the interaction between speakers and delegates. Speakers are encouraged to stay at the table for a few minutes following the session to engage in conversation, if possible.
    a. **As a moderator, please** announce this opportunity during the session. Check that the table is, in fact, present outside your room.

After the Session

- **Complete the Moderator Questionnaire** and return to the AV tech.