



### Moderator Instructions

Thank you very much for agreeing to moderate an oral session at the 21<sup>st</sup> Cochrane Colloquium!

**Outlined below are some instructions to ensure your session goes smoothly.**

**The program indicates the time and location of the session you will be moderating;** please make note of it and arrive at the front of the room at least 10 minutes before the beginning of the session to meet the speakers.

The speakers have also been told to arrive in their room **at least 10 minutes** before the beginning of the session to load or confirm their presentation is loaded, meet you, go over any last minute instructions and discuss the order they will be presenting in.

**Remember** to make note of the speakers' names, where they are from and anything special they would like the group to know about them. You will need this information when introducing each presentation.

#### **Set up:**

- For those presenters who have pre-loaded their presentation ahead of time using the Speaker Ready Room (201A Vienna), please confirm these presentations are identified as being loaded on the computer. If the speaker has not loaded their presentation in advance, assist the presenter to load their presentation using their USB Memory Stick onto the desktop of the room's computer and ensure it is functioning properly.
- If you experience any technical difficulties or need anything from outside of the room, please ask for assistance. There will always be someone stationed at the registration desk or an "Identified Organizer" on the floor (RED BADGE) who can assist you.
- Please introduce the presenters to each other and ensure they are seated and ready to start on time.

#### **During the Presentation**

- At the beginning of the session, please introduce the topic and give a brief introduction of each speaker as they come up. Use a maximum of one minute to introduce the topic and one minute to introduce each speaker. Introducing the speakers one at a time will give them an opportunity to get to the podium as you speak.
- Each oral session is **90 minutes** long. During each speaker's presentation, please keep the time! The **four presenters** in your session each have **15 minutes** to present and **five minutes** for questions. This allows for a time buffer of 10 minutes, which can easily be used up if the session starts late or technical difficulties are experienced. Please help your speakers keep time as needed. They have been informed that you will do this.
  - A few presentations have **three speakers (20 minutes)** to present and **five minutes** for questions).
  - One session has **five speakers (10 minutes)** to present and **five minutes** for questions)
- If a speaker runs out of time, please be diligent about asking them to wrap up quickly, even if it means cutting their presentation short.
- Please make note of the amount of time used (and ending time) for your session. Please end on time.