



Session Moderator Guidelines

Moderators play a crucial role in the success of the meeting, as they control the flow and atmosphere of the sessions. There will be three moderators for each session, in addition to technical support and A/V staff in each session. Moderator scripts will be provided via email before the meeting, and printed copies will be available in each session room.

General Guidelines

Important points to keep in mind when moderating:

- It is your job to keep the session on time, introduce speakers, facilitate Q&A (if applicable), and assist speakers with any AV issues.
- Familiarize yourself with the session speakers, description, and topics. It is your responsibility to connect with speakers before the session starts to get the correct pronunciation of their names. Please do not laugh or joke if you or a co-moderator mispronounces a name. It is imperative that moderators maintain a professional and respectful attitude.
- Reach out to co-moderators and presenters to coordinate introductions and session plans as needed.
- Arrive at your assigned room at least 15 minutes prior to your session start time and check in with AV assistant to ensure that all lectures for that session are loaded. A script, a detailed schedule, and a speaker timer will be provided in the session room.
- Ensure the presenter's disclosures are shown on the screen and/or given verbally.
- Remind all speakers to speak slowly and clearly, directly into the microphone. Interrupt kindly if a speaker drifts away from the microphone. Please note, there are likely members of the audience who are using hearing-assistance devices or are not native English speakers.
- Facilitate discussion, asking questions of the presenters, if necessary to stimulate discussion.
- Questions during sessions can be asked via microphone.
- Do not allow the speakers to go over time, or for the audience to continue discussion over assigned time.
- Remind audience members to state their names and relevant financial relationships prior to participating in discussion. Repeat questions from the audience if required.
- Moderators should close the session with any announcements and closing remarks as necessary.
- Moderators are responsible for their own registration fees and travel expenses.

Welcoming Environment Policy

ASNR is committed to a welcoming environment for all participants in its events and users of its resources. All participants are required to conduct themselves in a professional manner at all times. We encourage a culture of bystander allyship and positive mentorship and professional modelling. Any participants who engage in inappropriate behavior at ASNR events or while using ASNR resources may be excluded from current or future events and other discipline may be applied. Complaints about inappropriate behavior may be directed to the ASNR CEO or any member of the ASNR Board of Directors.

Questions

Report any biased discussions, questions, or concerns to Colleen Will, ASNR Education Specialist, via cwill@asnr.org.