



MODERATOR GUIDE

BEFORE THE SESSION

- Review the program, abstracts, and session content and objectives
- Make sure that speakers are present and check order, presentation titles, and allocated times
- Arrive in the session room at least 15 minutes early
- Confirm name pronunciation and timing signals

OPENING THE SESSION

- Start the session on time
- Welcome the audience and briefly introduce the session topic and format
- Introduce each speaker: Name, Affiliation, Presentation title

TIME MANAGEMENT

- Keep speakers strictly within their allocated time to ensure Q&A
- Give clear time warnings (e.g., 2 minutes remaining)

FACILITATING DISCUSSION

- Clearly explain the Q&A procedure
- Initiate discussion if audience participation is limited
- Ensure balanced participation and prevent dominance by individuals

PROFESSIONAL CONDUCT

- Maintain a neutral, respectful, and scientific tone
- Intervene if discussion becomes inappropriate or promotional
- Avoid extended personal commentary or debate

MANAGING ISSUES

- Coordinate with technical staff for audiovisual problems
- Adjust timing if a speaker is absent or delayed
- Prioritize completion of scheduled presentations

CLOSING THE SESSION

- End the session on time
- Summarize key messages (if appropriate)
- Thank the speakers, audience, and technical staff

ETHICS & COMPLIANCE

- Ensure disclosure and general ethical standards are respected
- Avoid endorsement of products or treatments
- Report concerns to congress staff if needed