

# American Thoracic Society

International Conference

## Instructions for Moderators of RAPiD: Rapid Abstract Poster Discussion Sessions

The session begins with a viewing period. Each author will orally present a very brief summary of their research with the use of 1 PowerPoint slide, which must be submitted prior to the conference followed by the discussion of the poster themes.

Author oral summaries should be no more than 90 seconds and should preview the data outlined in their posters displayed on the poster boards. These presentations are accompanied by 1 slide per presenter containing the presenting author's name, his/her poster board number and a key piece of data, a summary figure, etc. to briefly summarize the data contained in their poster. The author summaries should be done in "rapid-fire" style to avoid delays and keep the presentations moving.

### BEFORE THE CONFERENCE

1. The primary session Moderator will be given online control over the PowerPoint slides submitted by the poster authors
2. The primary session Moderator should prepare 1 opening slide identifying the broad questions/themes for the session to add to the PowerPoint slide deck
3. The primary session Moderator should feel free to re-order the slides to follow any sub-themes identified by the Moderator for discussion
4. Any Poster Presenter who fails to submit a slide prior to the Session will NOT present.

### AT THE SESSION: THE INDEPENDENT POSTER VIEWING PERIOD

1. The Moderator should announce the independent poster viewing period
2. The Moderator asks the poster presenters to stand by their respective posters
3. At this time the audience can independently discuss the posters directly with the authors
  - Suggested time for independent poster viewing is 45 minutes, although the Moderator may be flexible with the amount of time allocated to the viewing based on the number of posters and how much time they wish to dedicate to the discussion period.

### AT THE SESSION: THE AUTHOR SUMMARIES

1. Authors are requested to line-up in the order of the poster presentations
2. The primary session Moderator introduces the session and requests the audience to hold applause
3. The Moderator displays the first slide identifying the broad questions/themes for the session
4. The Moderator introduces the first poster presenter by name only and advances to their data slide
5. The first author presenter gives a 90-second summary of his/her poster data stating the hypothesis, a key finding and significance to the field (no methodology).
6. When the presenter reaches the 90-second mark, the Moderator stops the presenter, thanks him/her and moves to the next slide and presenter
7. The Moderator continues with the next author presenter and so on through all the presentations and slides

# Instructions for Moderators of RAPiD: Rapid Abstract Poster Discussion Sessions

### AT THE SESSION: DISCUSSION OF THE THEME(S)

The room will be set up with the focus of the session toward the center of the room so everyone will feel welcome to participate. Wireless microphones will be available to pass among the audience during the discussion.

Moderators should proceed with the discussion period as follows:

1. briefly outline how the Discussion section will proceed
2. The Moderator may use the submitted slides from the author summaries to group discussions and organize the discussion based on themes/models or injury/common findings, etc.
3. Start by asking simple open ended questions on a larger issue with the idea of stimulating interaction between the presenters and the audience.
  - These questions should be directed towards a common theme among a sub-group of posters and *not* to a specific presenter.
  - The Moderators will need to be creative as the success of a poster discussion depends highly on asking questions that stimulate discussion or raise controversies.
  - Preparing by reading the abstracts and interacting between co-Moderators before the meeting will help a great deal with formulating great questions.
4. It is important to remember that the details of individual posters should *not* be discussed; just how they relate to the broader question.
  - The introduction to the first question should be brief and the discussion opened rapidly to the larger group.
5. Be aware when one of the questions under discussion has run its course
  - Be ready to move on to the next question.
  - The new question should also be introduced by a few minutes of remarks with reference to broad poster data.
6. Moderators should be prepared to:
  - Ask *specific* people in the audience their opinion on specific points.
  - Direct specific questions to the poster presenters regarding their data in the context of the major questions being addressed at the session.
7. Moderators must allow all those who wish to participate in the discussion time to participate and ask their questions.
8. Moderators should feel free to interrupt any speaker who is occupying a disproportionate amount of time relative to the point being made.
9. At the end of the discussion period, one of the Moderators should provide a brief summary.

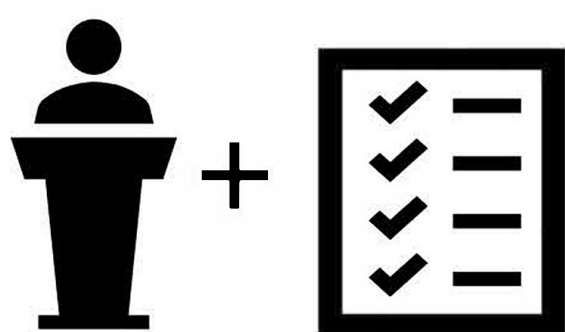
### WHAT ***NOT*** TO DO DURING THE DISCUSSION PERIOD

- *Do not* try to monopolize the discussion. The audience should do this.
- *Do not* attempt to review the data of individual posters in any detail. Data from the posters are important to the discussion, but should be addressed only as they relate to the larger questions that are raised.
- *Do not* invite each poster author to the microphone to give remarks about his/her poster during the Discussion period.
- *Do not* isolate the discussion among a small group of participants. The larger audience should be drawn into the discussion.

# International Conference RAPiD Poster Session Moderator Guidelines



**Successful discussions start with well-prepared session moderators.**



## BEFORE THE SESSION

Greet authors, provide order for oral summaries.

**CHECK** pronunciation of names & **ENSURE** attendance of scheduled presenters.

## BEFORE THE CONFERENCE

Prepare opening slide and discussion questions.

**Carefully REVIEW** session abstracts, **IDENTIFY** broad questions/themes, & **CREATE** slides to introduce themes.

Collect author slides.

**PLACE** slides in a single PowerPoint presentation. **SAVE** to USB flash drive & **PACK** it for conference.



## ORGANIZATION OF RAPID DISCUSSION SESSION

### Viewing Period

30-45



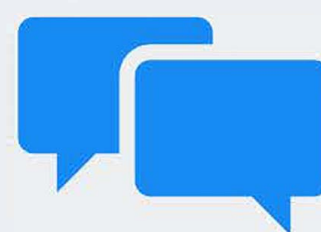
### Oral Presentations

20-30



### Discussion Period

30-45



## VIEWING PERIOD

Announce independent poster viewing time.

**ASK** presenters to stay by posters & **SUGGEST** flexible time for viewing (30-45 minutes).

## ORAL PERIOD

Introduce session, presenters.

Briefly **INTRODUCE** session theme & **INTRODUCE** each presenter.

**KEEP** track of 90-second time limit, **STOP** presenters when exceeded, **THANK** presenter, **MOVE** to next presenter.



**Moderators retain flexibility to modify the guidelines to improve the session**

## DISCUSSION PERIOD

Guide discussion through simple, open-ended questions.

**DO:**

- \* **Keep discussion moving**
  - **ASK** individuals for comments.
  - **BE AWARE** when discussion has subsided and **MOVE** to next question.
- \* **BE INCLUSIVE** to audience participation.
- \* Politely **INTERRUPT** speakers who are monopolizing discussion.
- \* Feel free to use **SUMMARY** slides of themes.

**DO NOT:**

- \* Monopolize the discussion.
- \* Ask each presenter for poster remarks.
- \* Isolate discussions to groups.