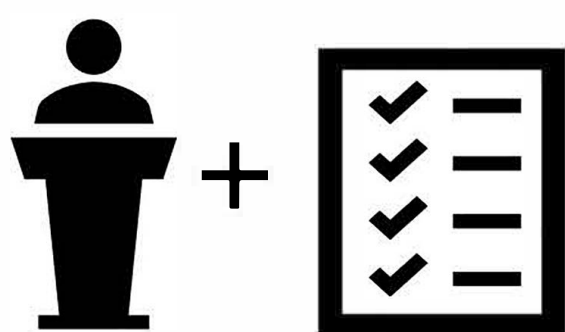


International Conference RAPiD Poster Session Moderator Guidelines



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

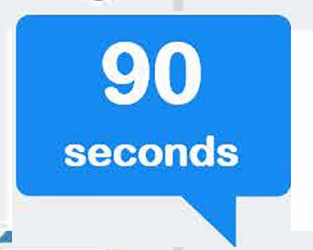
Viewing Period

30-45



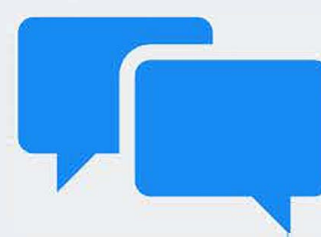
Oral Period

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

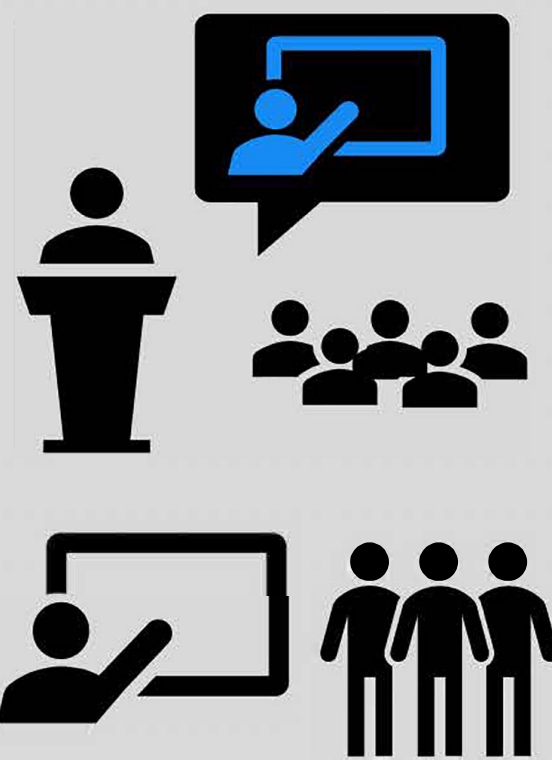
Introduce session, presenters.

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.