Guidance for Moderators

Before the Meeting:

- **Disclosure Review**: In mid/late August **ID**Week staff will send a list of all speakers arranged by session with their conflict of interest disclosures to moderators. **ID**Week staff will ask that moderators review the disclosures of the speakers in their session(s) and identify any instances where a conflict may exist. A letter will then be sent to each speaker outlining the methods to mitigate their potential conflict and may ask them to submit their presentation in advance of the meeting for the IDSA CME Subcommittee to review. In some circumstances, the declared conflict of interest may deem that session ineligible for CME Credit according to the ACCME regulations and guidance.
- **Session Forms**: If a moderator has organized the session and serves on the Program Committee they likely have a good sense of the flow of the session already. However, if a co-moderator is not on the Program Committee moderators may want to consider sharing the session form with them or asking Ashley Cavell, **ID**Week Staff, acavell@idsociety.org to forward the session form to them. If neither moderator is on the Program Committee please contact Ashley (above) for the forms for your session.
- **Pre-meeting Conference Calls:** Moderators have the option of hosting a 20 to 30 minute conference call with the speakers in the session, to either acquaint the group and/or coordinate subject matter and flow. Ashley Cavell can help facilitate a conference call if preferred.

At the Meeting:

- Please arrive 20 minutes before the session begins, and stand toward the front of the room to greet and welcome the speakers. Check in with the AV technician in the meeting room to make sure they have all of the presentations and know in which order they should be displayed.
- Ask people to move to the front of the room and point out empty seats if people are standing in the back of the room.
- At the start of the session, introduce yourself and the session name. Ask attendees to silence their mobile phones and let them know that photographs are prohibited.
- Be prepared to introduce each speaker with a sentence or two.

- If a presenter does not appear, alert the AV technician and begin the next presentation. Explain to the audience that the missing presenter will be rescheduled into the concluding presentation timeslot.
- It may be necessary to politely interrupt a member of the audience if his/her question becomes a statement. Request that the question be posed to the presenter.
- In the rare case that an inappropriate statement is made by a presenter, please notify **ID**Week staff or a member of the Program Committee so this may be addressed afterwards.
- Listen for biased presentations. When possible, offer a different point of view or suggest a drug from another company to keep the presentation balanced. Please make a note of the speaker on the moderator guidelines and inform IDWeek staff.
- Please take charge of facilitating the question and answer session.
- After the Q&A, formally close the session by again thanking the presenters and the audience for their attention.

Please Note: Moderator Form on Podium must be signed: When you arrive at the session there will be a short form that must be signed by the moderator at the end of the session attesting to whether or not the speakers presented biased information in their presentations. This is an ACCME requirement that must be completed for all sessions. *Please complete and sign the form and leave the sheets on the podium for **ID**Week staff to collect.*

Finally, have fun! The moderator sets the tone for the session, so make eye contact with the audience and try to engage them with lively commentary. Introduce the speakers with enthusiasm. Keep questions and answers rolling and feel free to add in the conversation with your own expertise on the subject.

*Thank you for serving as a moderator for **ID**Week 2019!*