Moderator Guidelines

Session Number/Title: «Session_Number»/«Title»
Date/Time: «Session_Date»/«Session_Start_Time» - «Session_End_Time»
Session Type: «Session_Type»
Location: «Room_Name»
Available Seating: «Room_Capacity»

Did you, the moderator, notice any biased presentations during this session? ____No ____Yes*

*__If yes,__ please provide the speaker's name: _____

I attest that all speakers verbally disclosed any relevant financial relationships prior to giving their presentation, and that all presentations were objective and balanced or have been listed above.

Moderator's Signature:_____**Date:**_____

As the moderator, an important part of your role is to help us evaluate the objectivity of each presentation and to identify any commercial bias. To complete this process, and ensure compliance with ACCME policies, moderators are asked to complete this attestation form (1) confirming that all speakers verbally disclosed prior to their presentation, and (2) confirming that their presentations were objective and balanced. If there was bias within a presentation, please write that individual's name above.

Please sign this form, date it & leave it on the podium. It will be collected at the end of the day.

Moderator's Responsibilities:

☐ **Introduce yourself and welcome the audience.**

☐ **State the session number and title, along with the learning objectives of the session.**

☐ **Announce your own financial discloses or state that you have "nothing to disclose."** Remind speakers to verbally disclose prior to beginning their presentations.

☐ **Encourage audience to fill in rows as rooms may reach capacity and request that they speak clearly into microphones when asking questions.** *Interactive Sessions – Questions will be answered through the IDWeek meeting app.*

☐ **Remind the audience that photos and video recording presentations are prohibited.** All paid attendees will have free access to the **ID**Week Digital Library (audio and slides) after the meeting concludes.

☐ **Remind audience that claiming CME / CPE credit may be done online** at www.idweek.org after the meeting. They will need to complete a session evaluation for each session attended so they are encouraged to claim credit soon after the meeting.

☐ **Introduce each speaker and keep presenters on schedule.** If audience questions begin to delay the schedule, you may interrupt and encourage audience members to save their questions for the end of session.

☐ **Repeat each audience question**, as all sessions will be audio taped.

☐ **ID**Week requires all faculty to disclose any financial relationships related to their presentations, both verbally and on the first slide of their PowerPoint presentation, prior to the beginning of the presentation.

☐ **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 **ID**Week staff.