



15th ANNUAL ACADEMIC SURGICAL CONGRESS --- MODERATOR INSTRUCTIONS

These Instructions Apply to All Moderators of Oral and Quickshot Sessions

1. The two moderators orchestrate and stimulate the discussion periods for the session. We ask that you review your session abstracts in advance and prepare 2-3 questions for discussion following each presentation.
2. Full **ORAL** presentations are **8 minutes** in length, followed by a **4 minute** Q & A discussion period. **QUICKSHOT** presentations are **3 minutes (5 slides maximum)** in length, with a **2 minute** Q & A discussion period.
3. **Fire Marshall Guidelines: PLEASE ANNOUNCE THE BELOW AT THE BEGINNING AND THROUGHOUT YOUR SESSION AS NEEDED.**
“Due to Fire Marshall regulations per Disney Properties, please do not stand in the back of the room or aisles. All registrants must be seated in a chair within any meeting room. We must adhere to this policy or the conference could be shut down.”
4. **Moderator Feedback Cards:** Again this year, moderators are asked to provide brief feedback on all abstract presentations. Scorecards will be available at the moderator table and will focus on length of presentation, pace of presentation, and quality of slides. Feedback cards will be handed out to presenters at the end of the session. Any feedback cards not picked up at the end of the session can be placed on the moderator table.
5. Please encourage lively discussion of abstracts and encourage attendees to stay until the last presentation is completed. Mention the feedback cards as an enticement to stay till the end.
6. Presenters have been instructed to inform moderators ahead of time of any time conflicts, such as other presentations in parallel sessions. Please be flexible and accommodate appropriately if a presenter must leave the session early.
7. You will serve as the communication link with the Program Chairs, Audio Visual services, ASC Staff and an Audio-Visual technician will be available to assist you as needed.
8. **It is critical for moderators to monitor the time and keep the presentations on schedule. Timers will be made available.** If a presenter does not appear to be wrapping up within 1 minute of the end of his/her presentation, please courteously interrupt and ask: “Dr. _____, please conclude your remarks, as we must allow a few minutes for discussion.” Deduct any “overtime” from the discussion period.
9. **You will lead the discussion period and instruct those with questions to identify themselves by name and institution. Every speaker should answer at least one question - if audience response is poor, then it is up to you to ask a question or two.** Your mission is to stimulate interesting dialogue and control the flow of the session. Some of our registrants may not speak English fluently or clearly enough to facilitate discussion. If you think the question is not clear, please repeat it clearly and ask the questioner if it is correct. You have the discretion to allow more time for discussion if the session is running ahead of time; however, **your session must end at the designated time!**
10. **Moderators should ensure that presentations are free from conflict/bias.** All conflict of interest disclosures will be reviewed prior to the meeting by the Program Chairs and by the ASC Conflict of Interest Task Force. Authors and moderators of presentations that have been identified to have a potential conflict will be notified before the meeting with the following statement: “**Due to the conflict(s) reported by at least one of the authors listed on your abstract, we ask that your presentation be limited to the data and results of your research, and that broader implications and recommendations be left to the moderators and audience members in your session.**”
11. **If you feel a biased view was presented during your session, at the completion of that presentation, PLEASE make a statement as appropriate.** Examples:

“The views presented by Dr. _____ represent one approach to _____. The ASC acknowledges that there are other approaches to this subject and we encourage the audience to investigate these options.”

“The views presented by Dr. _____ represent one side of the scientific debate about this subject. The ASC acknowledges that there are other approaches to this subject and we encourage the audience to investigate these options.”

“The views presented by Dr. _____ represent a personal opinion about this subject. The ASC acknowledges that there are other opinions regarding this subject and encourage the audience to investigate these options.”

Please notify Christine Sass in the ASC office at: christines@academicurgicalcongress.org immediately after your session of any perceived conflict, or failure to disclose a conflict by a speaker.