Session Moderator Roles and Responsibilities

Listed below are general roles and responsibilities for session moderators of plenary, symposium, and didactic sessions. If you are co-moderating a session, please discuss in advance with your co-moderator on how you will manage/split the roles and responsibilities.

Please plan to arrive at the session room 20-30 minutes prior to the session starting to greet the faculty and panelists (if any) and to become familiar with the podium setup and stage.

Prior to ASNC2024
Please coordinate with the session faculty to ensure the pertinent teaching points will be addressed in their presentations and to help minimize potential content overlap between presentations.

Social Media Ambassadors
To enhance visibility before and during ASNC2024, many sessions have been assigned Social Media Ambassadors. If your session has an ambassador, please CC them on any email correspondence related to the session's content. This will ensure they have the necessary insight to promote the session effectively.

Help Keep the Session On Time
Sessions must start and end on time. Approximately five days before ASNC2024 begins, all session participants will receive a Run of Show document outlining the final session timing, including anticipated presentation times and audience Q&A time.

Your help will be needed to keep the session on time. If a speaker runs over, the planned Q&A time will need to be adjusted to ensure any remaining speakers have their full presentation time.

Audience Welcome and Conclusion
ASNC2024 is occurring in a hybrid format. Depending on the room in which the session is taking place, you may have both in-person and virtual audiences. Sessions in Lone Star Ballrooms C, D/E, F, and GH will be live streamed and will have both in-person and virtual audiences. Sessions in the JW Grand Ballroom (Expo Hall), Lone Star Ballroom A, and Room 303/304 will have in-person audiences only.

When the session starts, please welcome and acknowledge the session's audience. At the conclusion of the session, please thank the audience and speakers.

Faculty Introductions
The Run of Show document will include each speaker's name, institution, professional title, and the talk title crafted into a brief introduction for you to read when you welcome them to the podium. If you wish to add relevant biographical details, please keep the introduction concise so it does not reduce the presentation time available to the speaker.

Moderator Roles and Responsibilities (continued)

Moderated Q&A
All sessions have designated times for audience Q&A. If your session is occurring in a room that is being live-streamed to ASNC2024 virtual audience (Lone Star Ballrooms C, D/E, F, and GH), questions will be submitted via the ASNC2024 meeting app from both the in-person and virtual audiences. At the start of the session, moderators will be provided with a tablet to facilitate the audience Q&A. Additional guidance on using the tablet will be provided before the meeting.

Audience Q&A for sessions occurring in the JW Grand Ballroom (Expo Hall), Lone Star Ballroom A, and Room 303/304 will occur by microphone.

Conduct COI Resolution
Onsite moderator(s) must audit/peer review the session as it is taking place to ensure it is balanced, non-biased, and includes information that is based on the best available medical evidence. If bias is perceived, the onsite moderator(s) must interject immediately and eliminate the perception of bias for the audience.

Podium and Stage Setup
The stage will be set up in advance of your session with 6'tables and seating to accommodate all session faculty (moderators and presenters). There will be one tabletop mic per 2-3 seats on stage. Fresh water and glasses will be available on stage as well.

Unless otherwise instructed in your specific session's Run of Show document, all moderators and faculty should plan to be on stage at the start of the session.

Questions/Onsite Staff Contact
Please contact Kelly Fischer (kfischer@asnc.org) or by text/phone/WhatsApp (1-301-641-8668), or Michelle Klinke (mklinke@asnc.org) or by text/phone/WhatsApp (701-286-9603).