

## SSR Policy

# *Moderator Guidelines* *SSR Annual Meeting*

To SSR Session Moderators,

On behalf of the program planning committee, thank you for agreeing to serve as a session Moderator for the upcoming SSR annual meeting.

The role of Moderator is key. Time management of each session is a priority to keep sessions, speakers and discussions on-time and on-schedule. This is of great importance to the audience, other speakers and the overall meeting. In addition to the traditional moderating roles of introducing your session and speakers, we encourage you to follow these guidelines:

- 1) Timeliness is critical and speakers should be reminded to adhere to the schedule. Inform speakers that half of the program time allocation for each abstract is devoted to discussion. The feed-back and discussion is the highlight of the meeting for many members.**
- 2) Please familiarize yourself with the timer clock and the slide controls in advance. That may require a chat with the AV support personnel prior to your session. Many speakers rely on a clock to time their presentation, and your assistance with podium controls (pointer, slide advance, etc) will help speakers when they are having difficulties.**
- 3) As session Moderator, you are expected to engage experienced/expert society members to participate in discussion. For instance, you may wish to encourage specific members to ask questions related to a paper in your session if no other spontaneous discussion occurs. You should feel free to pose a question yourself to the speaker or another member in the audience, to augment discussion of a topic or paper.**

Thank you once again for your help and participation in what we anticipate to be an outstanding meeting.

Sincerely,

*Last Reviewed and Revised: April 19, 2011*