



Paper/Invited Speaker Session Moderator Guidelines

The Moderator Evaluation Form is required documentation

- The [Moderator Evaluation Form](#) must be filled out online.
- Please coordinate with co-moderator and **complete only one form**.

Your role as a moderator includes:

Arrive early for your session

- Review the announcements (available on the podium) and check the mobile app for any withdrawals that have been made.
- Introduce yourself to the Room Monitor.
- Introduce yourself to http://www.arvo.org/eweb/DynamicPage.aspx?Site=AM_2007&Webcode=PaperPG each presenter as they arrive and confirm that all have checked in at Speaker Ready Room **603** and have approved their uploaded presentation.
 - If a presenter has not completed these steps, they must go to the Speaker Ready Room **603**.
 - Uploads will not be allowed in the session room from personal electronic devices. **No exceptions.**
- Remind Paper presenters that may not exceed their time limit of 15 minutes; 10 minutes for presentation, 5 minutes for Q&A.

Report any problems to the room monitor

- Each session will have a Room Monitor. The Room Monitor will assist Moderators in resolving any issues during the session and reporting directly to Meeting Management.

Start the session & announcements

- A Session Disclosure Slide listing commercial relationships for all moderators and presenters will repeatedly be displayed by the in-room AV Tech during the moderator's introduction of each presenter.
 - If the Session Disclosure Slide is not displayed during a presenter's introduction, the moderator must ask the AV Tech to display the slide before the presentation can begin.
- Moderator will make general announcements which will be available on the podium.
- After the Session Disclosure Slide has been displayed, and presenter disclosures have been orally stated, control of the Presenter's slide display will be transferred to the Presenter to begin their presentation.

Start and end each presentation on time

- **Start and end each individual presentation as scheduled.**
 - Start the speaker timer at the beginning of each presentation.
 - After a presenter's disclosure is made at the beginning of their presentation, if you are aware of a lack of full disclosure related to their presentation topic, be prepared to ask for this information before the start of their presentation.
- **Keep each Paper presenter within their 15-minute time allocation** of a 10-minute presentation and 5-minute discussion period.

- Give the presenter a 2-minute warning to wrap up their 10-minute presentation and begin Q&A.
- Give the presenter a 2-minute warning to conclude their presentation/discussion after 15 minutes.
- **At the 15-minute time limit:**
 - The Moderator should stand next to the presenter, thank them, and announce the next presenter.
- **If an abstract presentation and its Q&A period end early:**
 - The moderator must initiate additional discussion or pause the session and wait until the scheduled start time for the next talk.
 - You cannot go on to the next paper session until its scheduled start time.
- **If a paper has been withdrawn:**
 - You must hold a discussion during that 15-minute increment.
- **You cannot go on to the next paper presentation until its scheduled start time.**
 - Many attendees base their daily schedule on the presentation time and expect to hear an individual presentation at its scheduled time.
- **The session must end at its scheduled time.**
 - Please respect the moderators and presenters of the following session by providing them with the full amount of session transition time.

Address substitute presenters and/or no presenter

- **If a co-author arrives to present the paper:**
 - Confirm with them that they have been pre-approved by Meeting Management as a Substitute Presenter.
 - Ensure all substitute presenters verbally disclose their commercial relationships.
 - If not, you must hold a discussion during the 15 minutes allotted and note the First Author as a “No Show” on the Session Evaluation Form.
 - **You cannot go on to the next paper.** Many attendees base their daily schedule on the presentation time and expect to hear an individual presentation at its scheduled time.
- **If no one arrives to present the paper:**
 - The First Author must be noted as a “No Show” on the Session Evaluation Form.
 - Again, you must hold a discussion during the 15 minutes allotted.
 - **You cannot go on to the next paper.** Many attendees base their daily schedule on the presentation time and expect to hear an individual presentation at its scheduled time.
- **All substitutions and “No Shows” must be noted on the moderator evaluation form.**
 - As part of the post-meeting evaluation documentation process, Meeting Management will confirm pre-approved Substitute Presenters.

Evaluate the session

- Session evaluation is required documentation for ARVO’s CME accreditation.
- Completion of the online [Moderator Evaluation Form](#) is required.

Please leave the moderator notebook the podium for the next session.