# SSR Policy

***Moderator Guidelines SSR Annual Meeting***

Purpose:

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, moderators are encouraged to follow these guidelines:

1. Timeliness is critical and speakers should be reminded to adhere to the schedule. Moderators should inform speakers that half of the program time allocation for each abstract is devoted to discussion. The feedback and discussion is the highlight of the meeting for many members.
2. Moderators should familiarize themselves with the timer clock and the slide controls in advance. This may require a chat with the AV support personnel prior to their session. Many speakers rely on a clock to time their presentation, and the moderator's assistance with podium controls (pointer, slide advance, etc.) will help speakers when they are having difficulties.
3. Moderators are expected to engage experienced/expert society members

to participate in discussion. They may wish to encourage specific members to

ask questions related to a paper in your session if no other spontaneous discussion occurs. Moderators should feel free to pose a question themselves to the speaker or another member in the audience, to augment discussion of a topic or paper.

*Last Reviewed and Revised: October 19,2018*