

# ASRM 2019 – Philadelphia, PA

## INSTRUCTIONS TO SESSION CHAIRS & MODERATORS

Thank you for agreeing to chair or moderate a session at ASRM 2019. To help the session run smoothly, we would be grateful if you would observe the following instructions.

- Confer with the audiovisual staff in the room before you begin. Familiarize yourself with the layout of the room and the audio-visual equipment so that you can help the speakers if necessary. This is especially important if you are utilizing the ARS in your session.
- In case of any technical difficulty, click on ASSISTANCE NEEDED button on the screen or signal the technician in the room.
- At the start of the session, **announce the title** of the session.
- Ask the audience to **switch mobile phones and electronic devices to silent!** Remind the audience that audio or video recording or photographing presentations is strictly prohibited.
- Please ensure that the session **starts and ends on time**.
- Please **keep speakers to time** and enforce a strict time limit.
  - For oral abstract presentations, each paper is allocated 15 minutes – 10 minutes for the presentation and 5 minutes for discussion. Please make sure that each abstract presenter starts at their assigned time.
- Please **do not let speakers begin before the scheduled start time of their presentation**. Attendees may be moving from room to room and will be relying on you not to change the timetable. It may be necessary to firmly but politely enforce the time limits.
- Participants can claim CME/CE credit by completing an evaluation and assessment. A link to an online evaluation will be emailed to them one day after the congress. CME/CE credits can then be claimed immediately, and a certificate printed until December 31, 2019.

Thank you for your contributions to the ASRM 2019 Scientific Congress!