

# ASRM 2021 – Baltimore, MD

## INSTRUCTIONS TO ORAL ABSTRACT SESSION MODERATORS

Thank you for agreeing to chair or moderate a session at ASRM 2021. To help the session run smoothly, we would be grateful if you would observe the following instructions.

### Before the session begins:

- Familiarize yourself with the layout of the room and the audio-visual equipment so that you can help the speakers if necessary. Confer with the audiovisual staff that are rotating through the rooms, if you have any questions.
- In case of any technical difficulty, click on REQUEST ASSISTANCE button on the screen (this button is located on the bottom of the presentation screen and has a red flag on it) or signal the technician if in the room.

### When the session begins:

- 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.
- Announce to participants that they can claim CME/CE credit by completing an evaluation and assessment through the ASRM On-Demand Congress site. CME/CE credits can be claimed, and a certificate printed until December 31, 2021.
- Please ensure that the session **starts and ends on time**.

### For oral abstract presentations:

- Please **keep speakers to time** and enforce a strict time limit.
  - Each paper is allocated exactly 15 minutes – 10 minutes for the presentation and 5 minutes for discussion/Q&A. Please make sure that each abstract presenter starts at their assigned time. This may mean politely but firmly cutting off enthusiastic discussion.
  - 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 enforce the time limits firmly but politely.
  - Because the oral abstract sessions are scheduled to the minute, there is no time for long introductions of the speakers or awarding of certificates. Member groups should award prize papers during their members' meetings or other official meeting time, **not** during the oral abstract sessions.

**If any speakers or oral abstract presenters fail to appear/present, please notify ASRM ([abstracts@asrm.org](mailto:abstracts@asrm.org)).**

**Thank you for your contributions to the ASRM 2021 Scientific Congress!**