

Moderator Guidelines & Script

The ACR would like to thank you for agreeing to participate as a moderator for the 2023 ACR Convergence, November 10-15 in San Diego, CA! **As a moderator, you play a key role for the success of your session(s) and have a responsibility to both your speaker(s) and audience.** You have been selected to set the atmosphere, command the pace, and uphold the educational integrity of the session. **The orderly conduct of the session is your responsibility.**

Included in this guide are the following items to help you prepare:

1. What to do before you arrive onsite
2. What to do before your session starts
3. What to do during your session
4. What to do once your session ends

Before You Arrive

- **Familiarize yourself with the session agenda and speaker introductory bios.** View all session details and speaker bios in the meeting website, app or via your faculty portal.
- **Review the scripts and Q&A procedures in this guide.**
- **Draft one or two questions for the Q&A portion.** In case there are no questions during the Q&A period, please have some questions ready for the speaker(s).

Before the Session

- **Visit the Speaker Ready Room (Upper Level – Room 2) practice area a minimum of 3 hours before your session.** This will provide moderators with an opportunity for hands-on practice with session tools such as the timer and managing the Q&A website tools. *Please note this is optional based on your previous experience and comfort level.*
- **Arrive at the designated meeting room at least 1 hour prior to the session start time.** Speakers and presenters should arrive in the lecture hall 1 hour before the session begins. If you have not previously spoken with your speaker(s), introduce yourself and verify their introduction bio (if applicable). **Verify the speaker's full name and credentials to introduce all faculty consistently.**
- **Ensure that PowerPoint® presentations are ready.** Speaker PowerPoint® presentations will be sent to the appropriate meeting room on a secured intranet circuit prior to the start of the session.

- Speakers should include their final disclosure statement on the second slide of their presentation. Disclosure statements should list all financial relationships with ineligible companies within the prior 24 months to your specific talk. In compliance with the ACCME Standards for Integrity and Independence in Accredited Continuing Education, Standard 3, ‘Disclosure’ must never include the use of a trade name or product-group message.
- **As moderator, you will need to inform an ACR staff member immediately of any policy violations.**
 - **ACCME:** In compliance with ACCME Standards for Integrity and Independence in Accredited Continuing Education, Standard 5, educational materials that are part of accredited education (such as slide, abstracts, handouts, evaluation mechanisms, or disclosure information) must not contain any marketing produced by or for an ineligible company, including corporate or product logos, trade names, or product group messages. *Product/brand names and logos are not allowed in the body of the presentation. However, institution logos (i.e., non PhRMA related logos such as school names, associations and government agencies) are allowed in the body of the presentation.*
 - **WMA Declaration of Helsinki Policy:** Any work with human or animal subjects reported in submitted abstracts must comply with the guiding principles for experimental procedures found in the Declaration of Helsinki of the World Medical Association. If work involved human or animal subjects, the abstract authors were required to check a box during the submission process to attest that they complied with the guiding principles for experimental procedures. Please inform an ACR staff member immediately of a policy violation. [Click here for more details.](#)
- **Ensure that an AV technician has worked with speakers to have their microphone adjusted properly** for maximum projection to the audience.
- **2-3 minutes BEFORE the session, make a few HOUSKEEPING announcements.** Refer to the script on the following page.

During the Session

- **Start and end the session on schedule.** Begin with a brief introduction of the session, including the session title, and introduce yourself as the moderator, including your full name, title and institution/affiliation.
- **Introduce speakers prior to their talk as follows:**
 - **Speakers:** in the order listed in the program, introduce the speaker using professional prefix (if applicable), full name, affiliation, and presentation title. Please be sure to introduce both male and female speakers by their professional titles.
 - **Ex. Dr. John Smith from the University of Rheumatology will now present on [TALK TITLE]**

- **Non-physicians should be addressed by their full name, affiliation, and presentation title.**
- Make sure speaker presentations remain within the allotted time utilizing the timer provided. Individual presentation times are listed online in the meeting website and app.
- **Take note of any disclosure and/or WMA Declaration of Helsinki policy violation immediately upon occurrence.** Email these notes to ACR staff at facultymanagement@rheumatology.org right away.
- **Lead the question and answer period with speakers at end of the talks.**
 - Moderators will be required to perform a dual role of managing questions coming from in-person attendees verbally and questions submitted via the meeting website and app.
 - Plan to alternate between taking questions verbally from in-person audience members and asking questions submitted from the meeting website and app.
 - Have one or two questions prepared ahead of time to submit if needed to engage the audience.
- **Ensure adherence to the ACR Code of Conduct:** The ACR works to promote a welcoming environment at the #ACR23 that is safe, collaborative, supportive, and productive for all attendees. All attendees are expected to abide by the [ACR Educational Meeting Code of Conduct](#). Notify your room attendant or floor staff person immediately of any unmanageable disruptive behavior.

House Keeping Announcement Scripts

Two to three minutes before the session, make the following announcements:

- “If you are standing, please try to find an empty seat. DO NOT block the entrances or aisles as this is fire hazard and could cause the session to be shut down by the fire marshals.”
- “If you are using wi-fi, please limit access to only one device. Bandwidth is limited and we’d like all audience members to be able to access wi-fi throughout the session.”
- “Place all electronic devices in silent or vibrate mode.”
- “Make sure any livestreaming video related to the meeting website or app is stopped to prevent any double audio distractions.”
- “Please respect the speaker’s request regarding photography. Do not attempt to take photos of the presentations if it is not permitted by the speaker.”
- “As a friendly reminder, all 2023 ACR Convergence recordings will be available on demand in the meeting website and app until October 31, 2024.”

- ❑ “Questions may be submitted at any time throughout today’s presentation to be addressed during our Q&A portion via the meeting website and app.”

As the session begins:

- ❑ Introduce yourself as the moderator and then introduce all speakers in the order listed in the program. Be sure to mention each speaker’s name, affiliation, and presentation title.

During Q&A:

- ❑ “We are about to begin our Q&A portion of today’s session. Questions may be submitted via the meeting website and app. If you have not already done so, please submit your questions at this time.”

At the End of the Session

- ❑ **Thank the speakers and audience.**
- ❑ **Encourage attendees to complete the session evaluation and overall evaluation in the meeting website or app.**
“We encourage you to take a quick moment to complete the session evaluation in the meeting website and app while the information is still fresh in your mind. Additionally, at the end of Convergence, please make sure to complete the overall meeting evaluation.”
- ❑ **Remind attendees that instructions to claim CME/MOC for the session is also available in the meeting website and app.**
“For any attendees who wish to claim CME or MOC credit, instructions are also available under the “Program” menu dropdown in the meeting website or app.”