



4th Combined Congress

of the ASAMI-BR & ILLRS societies

hosted by
The British Limb Reconstruction Society



27th - 30th August 2019
Liverpool, UK



MODERATOR GUIDELINES

For those who are Moderating either a SYMPOSIA or FREE PAPER session, please carefully note the following guidelines:

TUESDAY 27th AUG. PRE-CONGRESS COURSE SYMPOSIA = 30 MINUTES
20 minutes of Presentation followed by 10 minutes discussion

WEDNESDAY to FRIDAY 28th – 30th AUG. CONGRESS SYMPOSIA = 15 MINUTES
12 minutes of Presentation followed by 3 minutes discussion

WEDNESDAY to FRIDAY 28th – 30th AUG. CONGRESS FREE PAPERS = 7 MINUTES
5 minutes of Presentation followed by 2 minutes discussion

ADMINISTRATION

- ALL moderators MUST complete the Moderator Report Form for the session(s) you are involved in. An event hostess will give this to you at the beginning of your session and will collect it at the end.

TIMING AND RESPONSIBILITIES

- Start the session on time.
- A chairperson to the moderators should be chosen informally who should, at the beginning of the session, welcome the audience and introduce the session as well as declaring the time allotted for each speaker.
- A brief introduction to each speaker and the title of their presentation is required.
- Strict timekeeping is imperative; do not hesitate to caution speakers as their time limit approaches and terminate the presentation politely if there has been a major breach of the allotted time.
- To assist with strict timekeeping, a digital countdown will be displayed on the stage and podium; this will give a 1-minute warning.
- Discussion time (as shown above) is important and should be protected. Moderators should have their own questions ready in case the audience is reluctant to start the session going and are encouraged to stimulate debate amongst the speakers and the audience.
- Moderators will have a tablet supplied by the organisers to view the list of questions that have been raised through the “ask a question” tool in the Event APP.
- At discussion time, please clarify or repeat questions that are raised by the audience if these are unclear – this will benefit both the speaker and the remainder of the audience.
- The organisers will ask ALL speakers to be present at the beginning of the session and, in the case of free papers, the presenting author AND their senior author so that questions can be fielded to both.
- In the event a scheduled speaker does not attend, their time allotment should be used for either audience questions or catching up from any delays previously.

CLOSING THE SESSION

- Please thank each speaker at the end of their presentation and all speakers at the end of the discussion period.
- End your session on time to allow the next session to begin promptly.

THANK YOU!