Moderator Instructions

Thank you for agreeing to moderate a session at the 15th Annual University of Michigan Department of Pediatrics Research Symposium. Your role as moderator is critical to the smooth operation and overall success of the break-out sessions, and your participation is greatly appreciated. As a moderator, you will be serving these important functions:

* Introducing speakers
* Moderating panel discussions or questions-and-answer sessions
* Keeping the course on time
* Giving directions to participants

Please pay particular attention to the following guidelines and contact Dan Wechsler (dwechsl@umich.edu, pager #0903) if you have any questions.

1. Please go to the room in which your session will be held immediately following the morning plenary session. Since there will be two moderators for each session, please contact your co-moderator prior to the session to discuss who will do what and in what order (see below).

2. The session room will be equipped with an LCD projector and computer pre-loaded with the session’s talks. Speakers may NOT connect their personal laptops to the projection equipment. Lights should be dimmed during the presentations to aid note taking and the safe movement of people into and out of the session room. You will also have a timer available that should be set to beep 8 minutes into the talk.

3. Brief each speaker on the signals you will be using to warn them of the time remaining (see below).

4. At 11:20 am, go up to the podium and introduce yourselves and the topic of the session. Please be sure to start the session at the scheduled time, even if some speakers have not yet arrived or if people are still entering the room.

5. Introduce each speaker by their name, institutional affiliation, and the title of their presentation. Also list the contributing authors associated with the presentation, but be sure that the identity of the presenting author is clear. For example: “The first talk is entitled The Yapsins are a family of glycosyl-phosphatidyl ... [read the whole title] and will be presented by Damian Krysan from the Division of Pediatric Infectious Diseases at The University of Michigan.” If appropriate, indicate that the presenter has won one of the awards (specify which award) or received honorable mention for a particular award (specify which award), and hand the person his/her certificate prior to the talk.

6. Each speaker has been allotted a total of 15 minutes, approximately 10-11 minutes for the presentation and 4-5 minutes for questions. Encourage speakers to leave these few minutes for questions at the end of their talk, and provide clear and effective signals of the time remaining.
• Use the beep of the timer to indicate when 8 minutes have elapsed
  (i.e. 2 minutes remaining).

• Stand up to one side of the podium when 10 minutes have elapsed.

Remember that it is essential that your room remain synchronized with the
other session rooms so that attendees may switch easily between the
different sessions.

7. If you are giving a presentation within the session, you may wish to enlist the
   aid of your co-moderator to act as timekeeper for your talk.

8. Speakers will usually look to you to see whether there is enough time for
   questions, and when to cut off questions. Speakers should field their own
   questions, but be sure speakers repeat questions from the audience especially
   those that originate from the front rows.

9. Prior to your session, please review the abstracts, and try to come up with at
   least one question ready for each talk. Whether both moderators want to
   review all the abstracts, or if you want to divide them up is up to you.

10. Let the speaker know how much time is available for questions after his/her
    talk. If there are no questions and the session is running late, use this
    opportunity to get back on schedule. At some point, notify the speaker that
    there is time for "one more quick answer," or something like that to wrap it
    up. Thank the audience for their questions and the speaker for his/her
    answers, and move on to the next program component.

11. At the end of the session please thank all of the speakers, make any
    necessary announcements, and remind the audience that lunch can be picked
    up at the Registration Desk.