



General Session Moderator Instructions

Please follow these basic instructions for moderating. Refer to the schedule for all the details specific to your session.

- Please arrive at the General Session Room (Golden Gate Ballroom) at least 15 minutes prior to your symposium start time.
- Presentations must begin and end on time; otherwise we lose discussion time and throw the program schedule off.
- A representative from the AV staff will help keep your session on time.
- Identify all speakers prior to the session and ask them to sit on stage with you or in the front row.
- Please ask your speakers to state their name, city, and whether they have a conflict to disclose at the beginning of their talk.
- At the conclusion of your session, or perhaps during your session, you will help lead panel or group discussions. Refer to your specific session for details.

At the end of your session, please assist with the following:

- o If BREAK or LUNCH: Announce the time the meeting will resume.
- o If SCIENTIFIC SESSION: Announce the name of the next session and the moderators.
- o If END OF DAY: Invite the Surgery Day or Program Chairs to take the microphone.

We will be offering a brief tutorial from the AV staff each morning, should you want to familiarize yourself with the stage, equipment, etc. This detailed information will be sent to you prior to the meeting.