

**2016 AAVLD Annual Meeting**

**Instructions for Moderators of Scientific Sessions**

The AAVLD Program Committee thanks you for agreeing to serve as a **moderator** for a scientific session at the AAVLD Annual Conference. We appreciate your time and effort to make the scientific sessions run smoothly and on time. Below are some instructions that will assist you in moderating your session.

* Two moderators are assigned for each session. This allows division of duties and facilitates smooth transitions. Coordinate with your co-moderator well in advance of travel regarding responsibilities for bringing a laptop, introducing/ thanking sponsors, introducing speakers, running lights, timing presentations etc… Meet with the co-moderator of your session in person sometime before the beginning of the session to familiarize yourselves with scheduled speakers, program updates, and abstract content pertaining to your session.
* LCD projectors are provided by the hotel, but **you must use your own laptop computer with MS PowerPoint 2010 or higher installed**.
* Oral presentations of abstracts are 15 minutes total, and each speaker is allotted 12 minutes for oral presentation and 3 minutes for Q & A. Load all presentations on your computer prior to the session. Authors have been instructed to upload their Powerpoint presentations on the ScholarOne abstract submission website or the AAVLD Annual Meeting smartphone app before arriving at the annual meeting, or to provide an electronic copy to AAVLD personnel before arriving or at the annual meeting registration desk. In either case an electronic copy of presentations in your session should be available from the registration desk personnel before your session begins. For those authors neglecting to upload their presentations or deposit them with AAVLD personnel prior to your session, **please be present 30-45 minutes before the scheduled start of your session** so you can upload the presentations personally delivered by authors to your session.
* Scientific sessions on both Saturday, October 15th (1-3PM) and Sunday, October 16th (8AM-12 noon) have concurrent sessions. **It is critical that you keep to the timetable of presentations in your session to allow attendees to move easily between different scientific sessions.** The success of the session depends in part on your ability to control the time allotment. Graduate student presentations, which are marked in the Program and in the Proceedings, are judged by a panel of members **and thus must be given at the scheduled time in order for the judges to observe the presentation**.
* Always have at least one question prepared to ask the speaker if time allows when there are no questions from the audience.
* If the speaker is a candidate for a graduate student or staff award, announce what award the speaker is competing for. It is very important that at least 1 question is asked of each award candidate. Have a question prepared.
* Arrive at least 30-45 minutes early to connect your computer and ensure that AV requirements are met. Familiarize yourself with and be prepared to demonstrate for each speaker the laser pointer and lavalier microphone.
* Introduce yourself to the speakers before the session begins to be certain that you are introducing the correct author (occasionally there are late substitutions) and have the correct pronunciation of the speaker's name.
* Familiarize yourself with lighting and the podium prior to the start of your session. If you have any questions, call the hotel operator from the room phone and ask for the hotel conference manager onsite.
* Please make sure that the lights are low and not off during the presentation. Low lights allow attendees to move in and out of the room freely and also facilitates note-taking. At the end of the presentation, please make certain the lights are turned up and the house lights go on at that time.
* Remind the speakers, as necessary, to repeat the question into the microphone before responding so the entire audience can hear the question.
* Please be sure to thank the sponsor of the session (if there is a sponsor) for their support and put their logo up on the screen.
* Encourage attendees to complete the meeting evaluation form. Meeting evaluations are available on the AAVLD Annual Meeting Smartphone app or in paper form from AAVLD personnel.
* If you are unable to fulfill your commitment as a moderator, please contact the Program Chair Patrick Halbur at [pghalbur@iastate.edu](mailto:pghalbur@iastate.edu) immediately.