SAR MODERATOR GUIDELINES

SAR Annual Meeting • February 16–21 • Tucson Arizona

Please review these guidelines in advance and be mindful of time during presentations in your session at the SAR Annual Meeting. Speaker timer and light indicator will be provided to assist you in keeping presenters on time. Thank you for participating and we look forward to seeing you in Tucson!

Overview

Each plenary session during the SAR Annual Meeting has two moderators. The influential role of the moderators in "managing" a SAR session, both in keeping the session on time and a discussion facilitator, cannot be overstated.

It is the moderator's responsibility to introduce the session and presenters, facilitate the dialogue, including questions from the audience, keep the session on schedule, acknowledge any session sponsors, and to make announcements. The following guidelines have been prepared to ensure the smooth and uniform running of the meeting sessions. Please become fully acquainted with them.

Before the Meeting

1. Familiarize yourself with your session in the online program.
2. In conjunction with your co-moderator, feel free to connect with the presenters in your session to ensure that everyone is on the same page regarding the topics, duration of the talks, and the flow of the session.
3. Emphasize to the speakers the importance of sticking to the time limits.
4. Download the meeting app, Whova.
5. One moderator should plan to monitor the Whova app for questions from the virtual audience.
6. Locate the presentation room prior to the start of your session, a day before if possible.

Arriving for the Session

1. Arrive at least 10 minutes before the session starts to meet presenters and to resolve any last-minute issues.
   - Ask the presenters for the proper pronunciation of their name.
   - Identify yourself to the audio-visual technician in the meeting room.
2. Moderators will sit on the dais and may ask presenters to join them at the front table or to sit in the first row of the audience to minimize transition time.

During the Session

1. Start the session at least 1 minute early to allow time to introduce the name of the session, yourself, and co-moderator. This is extremely important to ensure each presenter has their allotted time.
2. Introduce yourself (name and affiliation).
3. Introduce each presenter as they are coming up to the podium. Be sure to mention each presenter's name,and presentation title/topic.

If a presenter is a no-show, readjust the order accordingly.

4. **IMPORTANT:** Keep the session on time. This may mean that you have to politely interrupt a speaker who exceeds their allocated time.
5. Provide the opportunity for attendees to ask questions at the end of the session if time permits. Aisle microphones will be available in each room for the question-and-answer segment. You may have to repeat the questions especially if not well heard by speakers. In addition, look for questions posted on the 2025 Whova SAR Meeting App and put these to the speakers if appropriate.
6. Timing for individual presentations is crucial to the success of the conference. You are responsible for stopping speakers from going over their allotted time.
7. End the session on time. If there is not sufficient time for questions then encourage people to ask the speakers during the breaks. Close the session by thanking presenters for presenting.
8. Remember to acknowledge the virtual attendees at the start and end of the session.