



# ISAPS

WORLD CONGRESS

Istanbul | September 20 - 24, 2022

[www.isapsistanbul2022.com](http://www.isapsistanbul2022.com)

**Dear Session Chairs,**

Thank you for agreeing to chair or moderate a session at this year's World Congress. Below you will find important information regarding your role.

Our Congress will be presented live, and also virtually (live streamed), by agreeing to chair a session at our Congress you agree to engage both our live and virtual audiences where possible. Please take time to welcome the remote audience and invite them to participate with questions.

You can review the full program for your sessions via our online program at <https://www.xcdsystem.com/isaps/program/6Lzfgnh/index.cfm>.

Please familiarize yourself with the sessions and speakers so that you can facilitate Q&A and discussion at the end of the session.

## **1. Speakers**

All speakers are presenting onsite. We will inform you if any of the speakers in your session are unable to attend due to illness etc...otherwise expect all to be present.

***You will find a print-out, with details of your session (including speaker names) on the moderation table when you arrive in the session hall.***

## **2. Time keeping:**

Our program is very tight and sessions may not run over. One of your roles as chair is therefore to ensure that all speakers adhere to their time allocation and to stop them if necessary. If speakers do overrun, then the Q & A/discussion part of the session will need to be reduced.

To ensure that the program runs smoothly, the following procedure will be used to maintain good timekeeping:

***The program shows times allowed for each speaker. The speaker will be able to monitor their time via a timer in the pre-view-monitor and will be notified when their time expires. If the speaker continues to talk and does not start concluding their presentation, then we ask you after a short tolerance to ask them to stop.***

### **3. Q&A**

Every Session has two chairs, we ask that one takes responsibility for the smooth running of the session as above, and the other for managing questions coming in on our app and from our remote delegates on our virtual platform.

On-Site delegates have the chance to ask questions via the Q&A Microphones or they can use the Q&A tab within the event app. The same Q&A tab will appear in the virtual platform for the remote delegates.

As moderators, you will receive an iPad from us at the beginning of the session where you can view all the questions received by the App. You will then need to decide which are appropriate and ask them within the discussion. It is worth noting that questions cannot be answered via the iPad. But speakers/moderators can log on to the app on their own phone after the session - click into their session and respond to any questions via the app in text if any questions have been missed.

**At the end of each session:** Please ensure that you remind all delegates to evaluate the session and the speakers via the App or on the virtual platform. There will be a slide at the end of each session with this instruction. They need to do this to receive their CME certificates. Ratings are also used to decide keynote speakers for our future Olympiad event in Athens.

## **Thank you very much for your support!**

### **Basic Rules for a Great Moderator**

1. During the break before your panel familiarize yourself with the AV technical support staff. Make sure all your speakers are in the auditorium before the time of your panel.
2. At the time of your panel, be the first one to come up to the podium. Then invite your first speaker to come up to the stage to avoid any delays between the sessions.
3. Avoid delaying the start of your session regardless of how many are in the audience. One delay kills the entire day!
4. Have a couple of lines to introduce each presenter. It is polite, helps their egos, and reminds the audience “why” such individuals were invited by ISAPS to speak - ultimately it adds value to the meeting.
5. Stick to the real time, no “favors” to anyone even if he or she is a friend. Give a 2 minute alert and stop them when their time is up. It is discourteous to the other panelists, and to the audience, to allow one speaker to monopolize the panel.
6. Leave enough time for discussion and questions. It is disrespectful to the audience not to allow time for their questions.
7. Only open questions to the audience after the speakers have answered your questions. You are running the show. It is the moderator’s responsibility to keep the room full of energy and to make sure that the audience is awake, motivated and anxious to ask questions.
8. Before you leave the podium remind the audience to visit the exhibitors. They have provided a great deal of financial support for the Congress and deserve time with our registrants. Let’s not disappoint them.