



WMS 2023 - Session Moderator Briefing Notes

Pre-Congress

- Complete your conflict-of-interest declaration link

On arrival

- Check in at the registration desk upon arrival at the congress
- Access to the congress will only be granted with a registration badge which you should collect from the registration desk and wear at all times thereafter
- Refamiliarise yourself with the details of the [session/s](#) you are moderating (timings, speakers etc.)

Session Preparation

- Please arrive at the auditorium at least 15 minutes prior to the beginning of the session to meet with the AV team and speakers of your session.
- Radio lapel microphone fitted
- Familiarise yourself with Q&A moderator tablets (see below)
- When speakers are presenting, moderators will be sat on chairs with coffee tables on stage
- Familiarise yourself with the timer system on the stage and where the cameras are located

Q&A

- I-pads and/or another device will be available on the moderators' table
- Moderators to decide in advance who is selecting/approving questions and who is to ask the questions
- Traditional Q&A is one option with roving microphones including a 'throw mic' in the PAC auditorium. There is no central aisle in the PAC auditorium, they are very long rows and so the throw mic will hopefully help with reaching those raising questions who are seated in the centre of the row faster
- Virtual delegates will ask via the platform and any in-person delegates who would rather not use the microphone can use the App
- Try to ask a balance of in-room questions and app questions during the Q&A time
- Ensure virtual attendees make it clear who the question is directed to
- Have some questions ready to ask in case the audience is slow to get going

Be aware of all attendees - Virtual and In-person

- Remember to address all congress participants in the room and at home and sometimes look towards the camera.
- We must ensure that virtual attendees feel involved and included as much as possible.

General reminders to attendees

- Remind all attendees of the code of conduct for (not) sharing sensitive images at the congress.
- Remind virtual attendees to say who the question is for

Daily housekeeping notes and updates for attendees

- Important reminders such as social event plans etc

- Information on any programme changes
- These will be provided by Donna (Speaker Manager)

Timing and pointer

- Timer and traffic light system on lectern/comfort monitor
- Check the duration of the session you are moderating.
- Depending on the session duration give 10, 5 and 2-minute warnings before the final when time is up.
- A good warning sign 5/2 minutes before Q&A is to stand up and move towards the lectern. These details can be agreed with speakers and presenters before the session begins.
- Agree in advance with the speaker how you are going to communicate these warnings to them
- Presenters will have a [mouse to use a laser pointer](#) on the lectern screen so that in-person and virtual attendees can see where they are pointing.

Useful links

- Oral presenters' preparation: <https://www.wms2023.com/page/oral-presenters> useful for moderators to also be familiar with this please.
- Programme: <https://www.wms2023.com/page/programme>
- WMS EDI Statement: <https://www.wms2023.com/page/programme#:~:text=and%20other%20aspects.-,WMS%20EDI%20Statement,-%3A%20The%20World>
- Code of conduct: <https://www.wms2023.com/page/code-of-conduct>
- Invited speakers: <https://www.wms2023.com/page/speakers>
- New for 2023: <https://www.wms2023.com/page/new-for-2023>
- Lots of useful congress information: <https://www.wms2023.com/page/information>

If there are any points that you learn during the Congress that you feel would be helpful to your colleagues, please do share amongst yourselves and make your Speaker Manager, Donna, aware also.

If you have any queries before or during the Congress, please don't hesitate to ask us and we will be very happy to help you.

Thank you for your support and enjoy the Congress!