

Instructions for Moderators: GCMAS 2009 - Denver

You are scheduled to moderate a session for the 14th annual meeting of the Gait and Clinical Movement Analysis Society in Denver, CO. These instructions are intended to assist you in your preparations, as well as to ensure a smooth flow of presentations during the podium sessions.

Before the session

Please find the complete meeting schedule and additional information about the conference and presentations at www.gcmas2009.org. Links to all of the podium and poster abstracts will be available beginning February 27 on the conference website, if you haven't already received them from the Program or Conference Chairs.

Please review the abstracts for your session in advance. This will enable you to prepare for moderating the discussion after the presentation including **preparing some questions** for the author, in case the audience fails to respond.

Since you will be co-moderating the session, **getting to know your co-moderator** either by email before the conference, or at the conference before your session will allow you to sort out how you want to share your session co-moderator responsibilities.

Please arrive in time, 30 min before the start of your session (if the session is preceded by a keynote lecture, then well before the keynote starts). **The presenters are instructed to make themselves known to you**, so you know that all presenters are present at the start of the session. Please take this opportunity to familiarize yourself with the pronunciation of each presenter's name.

Please also look at **the instructions for podium presenters** at <http://www.gcmas.org/node/84> under audio/visual presentation guidelines.

During the session

Prior to the start of the first speaker introduce the session, yourself and your co-moderator. Inform the audience that each speaker will have **7 minutes to present and that this will be followed by 3 minutes for questions/discussion**. Also instruct the audience that to pose a question to a speaker they need to use one of the two microphones that are available. Prior to asking the question the audience member should state their name and where they are from. You might have to periodically remind the audience of this point.

Staying on time is a major responsibility of the session moderators, a dedicated timer with digital output for the moderators and a signal light for the presenter will be present. **The total time of the presentation should not exceed 10 minutes**. Because we have some concurrent sessions neither being ahead or behind schedule is beneficial. Using a little more than 7 minutes for the presentation is acceptable but will be taken from the 3 minutes allotted for questions. If the author fails to stay in time, interrupt him or her

kindly, by stating: “Please come to your conclusions”. When the speaker is done announce: “This paper is now open for questions”

Due to the time constraints and to maximize audience participation, limit each person to one question (unless there are no other individuals waiting to ask a question). If no one in the audience has a question, use your prepared question(s). It might also be of benefit to start with one of your questions to fill the time until the first audience member reaches the microphone. Keeping the 10 minute overall time limit in mind, you may have to limit the number of questions that are asked. That is you may have to announce something to the effect: “We only have time for two more questions” or “I’m sorry but due to time restrictions we must stop this discussion. You are encouraged to continue on your own after the session”.

On behalf of the Program Committee, we sincerely appreciate your participation in this year’s meeting, and look forward to seeing you in Denver.