

Guidelines for moderators

These Moderator Guidelines are designed to assist you in your role as Moderator during the Congress. We trust that these guidelines are useful especially for those of you that are acting as moderator for the first time.

In general, the role of the Moderator is to manage all aspects of the session as detailed below, and to “look after” the speakers on behalf of EORNA.

Pre-Congress

- Please contact the speakers in your session before leaving for the Congress, in order to present yourself as moderator and to agree to meet with them 15 min before the session starts.
- Please remind the speakers to upload their presentation in the Speaker Preview Room immediately after their arrival and registration at the Congress.
- Inform the speakers that you will prepare a few questions of yours to use in case the audience is hesitant. Ask the speakers to approve your questions. You may also ask the speaker to bring his/her own questions.
- Ask the speaker what items they would like stressed in your presentation of them in the beginning of the session.
- Remind the speakers that questions will be discussed at the end of the session, except for the Case Studies Session. If you are moderating the Case Studies Session, there will be a short discussion after each case is presented.
- Inform the speaker on time limits for their presentation.

Before the session

- It is essential that you meet your speakers in the room/auditorium where your session will take place 15 minutes before the session starts.
- Meet with the volunteer responsible for the room/auditorium to check that the presentations are listed in the correct order on the computer at the speaker podium.
- The volunteer will be your connection point to the sound & audio-visual technicians and any other assistance you might need during the session. She/he will also close the doors to the room/auditorium when you advise to begin the session.
- You should escort your speakers to the stage 5 minutes before the start of the session in order to be seated before the audience. Begin the session in time. Please be sure to keep track of time when you moderate the session.
- Inform the speaker on time limits for their presentation. Remind them how you will advise them when they have five (5) minutes left and when the time is up.

During the session

- Introduce yourself.
- Make brief opening remarks welcoming the audience about the importance of the topic of the session for perioperative nursing.
- Remind the audience to put on silent mode all electronic devices.
- Ask the audience not to leave, unless necessary.
- Remind delegates to think of questions to ask at the end of the presentation/session.
- Point out the exits and emergency exits.
- Introduce each speaker, summarising their credentials, current position, experience and expertise in this subject. Please make introductions short and pertinent.
- Invite the speaker to take the speaker podium. Invite applause from the audience.
- Be alert to the speaker's needs during the presentation.

Dealing with questions

- It is advisable to prepare a few questions to use yourself in case the audience is hesitant. The questions should be approved by the speaker, and you may also ask the speaker to bring his/her own questions.
- Ask the audience questions. Ask delegates with questions to signal to the hostess with microphones or go to the nearest microphone and introduce themselves, and then ask their question.
- If the questions are too long or irrelevant, try and summarise for the benefit of the speaker. State when you are taking the last question.

Ending the session

- Allow a couple of minutes to sum up the session, make key points, relate to the audience, and thank the speakers for their presentation and the audience for their participation on behalf of EORNA.
- Remind delegates to fill in the evaluation forms provided through the App.
- Invite applause from the audience.
- Ensure the session finishes on time. This is extremely important, as the whole congress schedule depends on the sessions finishing on time. It is unacceptable to let a session run over time.

After the session

Speakers and moderators will receive upon request a certificate stating their role in the Congress.

If you have any queries or questions, please contact the EORNA Scientific Secretariat at eorna-scientific@kit-group.org

Manuscript for Moderators

This Manuscript is intended to be a tool of assistance for the moderators. The moderators are not obliged to use the manuscript.

Good morning/afternoon, ladies and gentlemen or dear colleagues.

My name is _____ and I am from _____. I am your moderator and I welcome you to this session this morning/afternoon, which is titled _____.

I wish to remind the audience to set your devices on silent mode, in order to avoid interrupting the speakers.

I would also like to request that you do not leave during the session unless necessary.

The fire exits are clearly marked. Please take time to make yourself aware of the exits.

We have ____ presentations in this session. The speakers will take questions at the end of all the presentations (or after each presentation, in the Case Studies Session).

I would urge you to think about and write down questions that may arise during each presentation.

Our first speaker is Mr./Mrs./Miss _____ from _____.
Speaker's details _____.
The title of his/her presentation today is _____
(Short introduction of his/her paper).

And now, please join me in welcoming _____.

Our next speaker is Mr./Mrs./Miss _____ from _____.
Speaker's details _____
The title of his/her presentation today is _____
(Short introduction of his/her paper)

Please join me in welcoming _____.

Our third and last speaker of this session is _____ from _____.
Speaker's details _____.
The title of his/her presentation today is (Short introduction of his/her paper)

Please welcome _____.

There might be more speakers in some of the sessions.

This introduction can be used at the end when all the speakers of the session have finished presenting their papers (or at the end of each presentation for Case Studies Session):

The presenters are now available to answer questions.

If you have a question, I would like to ask you to wait until the microphone is brought to you (or go to the nearest microphone), introduce yourselves, ask your question and please name the speaker you would like to respond.

Thank you.

This concludes this session on _____.

I think we have heard (three/four/five) very interesting presentations on various aspects of our work as operating room nurses (specify which aspects).

I would like to take the opportunity on behalf of EORNA to thank our speakers for their contribution.

I also thank you for participating in this session and I remind you to fill in the evaluation survey via the App.

This session is now concluded. Thank you.

If there is further information or announcements:

Ladies and gentlemen

I want to inform you _____

Thank you.