



MODERATOR GUIDELINES

These Moderator Guidelines are designed to assist you in your role as Moderator during the Congress. We are aware that many of you are experienced moderators, but even so it is important that all of you are all familiar with them prior to the Congress.

We trust that these guidelines are useful also 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

With these guidelines you will receive the **date, time, location and title of the session** you are moderating.

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 before the session in the **Speaker Preview Room**. You can agree with the speaker where and when you will meet before the session starts.

Please alert the speakers that the first thing they have to do when arriving to the Congress, after registering, is **to deliver/upload their presentation in the Speaker Preview Room**.

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 and you may also ask the speaker to bring his/her own questions.

Introductory Meeting

The purpose of your introductory meeting with the speakers is to clarify any queries in relation to the session, to introduce speakers each other, to identify how questions will be dealt with, to have an informal chat and to allay their concerns or nerves as much as possible.

During the introductory meeting with the speakers you will give them a chance to familiarize themselves with the room where your session will take place.

Ask the speaker what items they would like stressed in your presentation of them in the beginning of the session.

Decide together with the speakers if questions will be dealt with after each presentation or at the end of the session. (Remember to inform the audience at the beginning of your session)

Inform the speaker on time limits for their presentation. There will be a timer / countdown clock on the speakers' podium in most session rooms/auditorium.

Before the session

It is essential that you meet your speakers in the room/auditorium where your session will take place at least 10 minutes before the session starts.



Meet with the hostess responsible for the room/auditorium to check that the presentations are listed in the correct order on the computer at the speaker podium.

The hostess 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 wear a watch 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.

Please note: There will be a timer/countdown clock showing the time available, facing the speaker on the speaker podium in most sessions room.

During the session

Beginning the session

- Introduce yourself.
- Make brief opening remarks welcoming the audience to the session. Stress the importance of the subject topic of the session for perioperative nursing.
- Remind the audience to switch off all mobile phones and pagers, etc.
- Ask the audience not to leave unless necessary.
- Remind delegates to think of questions to ask at the end of the presentation/session.
- Remind delegates to complete and hand in the evaluation forms provided.
- Point out the exits and emergency exits.
- Introduce each speaker, summarizing their credentials, current position, experience and expertise in this subject. Please make introductions short and pertinent.
- Invite 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 have 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 for questions. Ask delegates with questions to signal to the hostesses 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. 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.



EORNA
EUROPEAN OPERATING ROOM
NURSES ASSOCIATION

“ON THE MOVE”

9th EORNA Congress
The Hague, The Netherlands
16 - 19 May 2019

After the session

All speakers and moderators will receive a certificate of participation following their session.

If you have any queries or questions, please contact the chair of the Scientific Committee.

Jaana Perttunen
Chair of the Scientific Committee 2019