

## Moderator Guidelines

*(Debate session including polling)*

### BEFORE THE SESSION

- Please visit the Speaker Ready Room (2<sup>nd</sup> floor, room 209A) the day before your session to test the polling system and confirm all questions are correct.
- Please refer to your session schedule via the IGCS 2023 Mobile App or Interactive Program.
- Please arrive at the session hall about 15 minutes before the session starts.
- A technician/staff member will be present in the hall at the AV table to assist with all technological features taking place during the session. Please notify them immediately of any equipment issues.

### START OF THE SESSION

- Please ask people to take their seats and encourage them to take front and center seating. Ask them to silence any mobile devices, and refrain from photographing/recording the lectures.
- As outlined in the script
  - Introduce yourself and your co-chair(s) by name and affiliation.
  - Welcome the audience in the hall.
  - Outline, very briefly, the session content. "We are going to talk about: x,y,z"
  - Encourage the audience to ask questions and answer the polls via the IGCS 2023 mobile application.

### DURING THE SESSION

- Invite the two debate speakers to come on stage and stand behind each of the two podiums.
- Introduce the speakers and debate topic as indicated in the outline and script you will find on the head table.
- Please **follow the schedule closely and gently interrupt speakers if they exceed the allocated time.**
- Each speaker has 10 minutes to present, followed by about 1-2 minutes for rebuttals (*no more than 5 min. for both speakers in total*), and 5 minutes at the end for polling and questions from the audience. After each debate, please ask the speakers to sit back in the audience and then invite the speakers for the next debate.
- You can follow the questions from the audience on a tablet that you will receive before the session starts. Please check the questions throughout the session and ask the best ones to the speakers during the designated Q&A/Discussion portions.

#### **Please note regarding polling:**

- Before and after each debate, the AV staff will show slides with the polling questions. Please read each question and its answers to the audience and say: "**Please vote now via the app**". At this point, the onsite staff will open the feature.
- To end the voting, please announce "**The voting is now closed**". Then, the results will be shared on the screen for a brief commentary.
- Please note that as the schedule is tight, it is recommended to ask the "before the debate questions" while the speakers are making their way to the stage, and the "after the debate questions" right after the rebuttals.
- When appropriate, please take the initiative and help stimulate questions from the audience after the polling.

### TO END THE SESSION

- At the end of the session, kindly thank the presenters and the audience for their participation.

In case of questions, please write to [vdanielsen@kenes.com](mailto:vdanielsen@kenes.com) or visit the Speaker Ready Room onsite, located on the 2<sup>nd</sup> floor of the meeting venue – room 209A. Thank you for your valuable contribution to the success of the IGCS 2023 Meeting!