

Annual Global
Meeting

SEOUL
**IGCS
2023**

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Moderator Guidelines (for Regional Society sessions)

BEFORE THE SESSION

- 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.*
**If the previous session is still ongoing, please wait for it to end and then proceed to the head table.*
- Please consider possible questions to the speaker in advance of the session in order to take the initiative when appropriate and help stimulate questions from the audience.
- The speakers will be seated in the first rows of the hall and will make their way to the podium when it is their time to present.
- A technician/staff member will be present in the hall at the AV table to assist with questions. 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.
- 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 during the Q&A/Discussion portions via the microphone(s) in the hall.

DURING THE SESSION

- Introduce the speakers and presentation titles as indicated in the outline you will find on the head table.
**Please note there could be last-minute changes. A staff member will try to convey any possible changes as soon as possible.*
- Please **follow the schedule closely** and **gently interrupt speakers if they exceed the allocated time for their lecture.**
- In case there is no designated Q&A time after every presentation, but instead, a group Q&A/Discussion after two or more presentations, please ask the speakers who have finished their presentation to sit at the head table (*up to 8 people in total including the chairs*) while waiting for the group Q&A/Discussion.

Please note:

- If a speaker fails to attend the session, please excuse them and move to the next speaker.
- If the session ends early, please solicit questions from the audience and lead a discussion.
- Regional society sessions will take place only onsite and will not be recorded. The audience can ask questions only by using the microphone(s) in the hall.

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 or visit the Speaker Ready Room onsite, located on the 2nd floor of the meeting venue – room 209A. Thank you for your valuable contribution to the success of the IGCS 2023 Meeting!