

Moderator Guidelines

(for Master, Postgraduate, Tumor Board,
Surgical, KSGO, and Workshop 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. If there are any special arrangements for your session, you will be notified in advance.
- A technician/staff member will also 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 via the Mobile App from the beginning of the session.

DURING THE SESSION

- Introduce the speakers and presentation titles as indicated in the outline and script 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.**
- 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.
- 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.

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!