IGCS 2024
Annual Global Meeting
DUBLIN
OCTOBER16-18, 2024

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Moderation Guidelines
(for sessions in the Auditorium, Liffey A & B)

BEFORE THE SESSION
- Please refer to your session schedule via the IGCS 2024 Mobile App or Interactive Program.
- Please arrive at the session hall about 15 minutes before the session start*.
  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. In case of group discussions, speakers will be seated at the head table. You will be notified before the session start of any special arrangements for your session.
- Scripting will be provided for most scientific sessions except for IGCS Poster Talks and Featured Surgical Films. For these two, there are no group discussions and speakers should sit in the audience after their presentation.
- 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** (where available)**:**
  o **Introduce** yourself and your co-chair(s) by name and affiliation
  o **Welcome** the audience in the hall.
  o **Outline**, very briefly, the session content. "We are going to talk about: x,y,z"
  o **Encourage** the audience **to ask questions** via the microphones in the hall during Q&A portions.

DURING THE SESSION
- **Introduce** the speakers and presentation titles as indicated in the outline and script (where available) 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.**
- During Q&A, encourage the audience to use the microphones in the hall and monitor the schedule to avoid delays.
- 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 while waiting for the group Q&A/Discussion as outlined in the script (where available).

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.

Thank you for your valuable contribution to the success of IGCS 2024! In case of questions, please write to us at vdanielsen@kenes.com (Valentina Danielsen, Scientific Program Manager) or find us in the Speaker Ready Room onsite, located in the foyer on Level 5.