

## Guidelines for CME Moderators

### Prior to the Session

- You will receive your introductions for speakers and any special announcements/instructions during the Moderator Orientation for which you are scheduled (Room 237 of the Ernest N. Morial Convention Center).
- Come to the Speaker Ready Room (Room 254 of the Ernest N. Morial Convention Center) **at least 24 hours** prior to appointed moderator block to find out if there are any changes to your moderating schedule. Please notify [conferencecme@aapa.org](mailto:conferencecme@aapa.org) **ASAP** if you are unable to fulfill your moderator obligations.
- Wear professional attire (business casual, i.e., no shorts, no t-shirts).
- Wear Moderator ribbon while you are moderating. You will receive your moderator ribbon from the Speaker Ready Room (Room 254 of the Ernest N. Morial Convention Center) or at orientation in Room 237 of the Ernest N. Morial Convention Center.
- Read through introductions and clarify any questions when you pick up your materials.
- Arrive at assigned lecture room 30 minutes prior to the beginning of your moderator block.
- When a speaker (watch badges for speaker ribbons) enters session area, introduce yourself and inform him/her of your function. Ask the speaker for the proper pronunciation of his/her name.
- Instruct speakers to use the microphone.
- Identify yourself to the audiovisual technician in the meeting room.
- Introduce the speaker (if an introduction is not available, you will be provided with a blank introduction in which to add the speaker's name and biographical information).
- Check with the speaker to determine whether or not s/he wishes you to field audience questions.

### During the Session

- **SMILE!** Say "good morning" or "good afternoon" when beginning each session.
- Make any necessary announcements prior to introductions. The following announcements should be made at the beginning of every CME session:
  - Please participate in the interactive portion of the session using the audience polling link for the session in the conference App.
  - Please fill every seat and move to the center of the rows to allow others to be seated.
  - As a courtesy to our speaker and to the other attendees, please turn cell phones, tablets, pagers, and computers to silent mode during the session.
  - You may not sit on the floor or stand along the walls due to safety and fire codes.

- Please remember that there should be NO photographs or videos taken of the session.
  - Please go to one of the microphones in the aisles to ask questions.
  - Please remember to take your personal belongings with you as you leave the session, depositing trash in appropriate receptacles.
  - Please remember to evaluate each CME session you attend through the conference App or online through the CME Manager.
- Even if the speaker is giving a second presentation, give the introduction – there may be audience members who were not at the first presentation.
  - The moderator should remain at the podium until the speaker has joined her/him on stage. Greet the speaker at the podium with a handshake, and then quickly leave the stage without walking in front of the speaker.
  - Please sit in the front row on a side aisle seat, in the event you must be located quickly.

If the speaker asks you to field audience questions during the question and answer portion of the session, be sure questioners are recognized as quickly as possible, encouraged them to use the available microphones, and politely directed them to state their questions succinctly. Recognize questioners from all parts of the room. This means keeping focused at all times on the participants, except when directing the question to a particular individual, such as a panel member. Assure that no answers become long-winded and/or digressive. You may have the uncomfortable task of reining in a particularly loquacious panel member.

- Please remind the speaker that AAPA is not responsible for distributing copies of any print materials during or after the session. The speaker must fulfill any requests for information herself/himself. S/he may send an electronic copy for posting online following the conference if s/he has not already done so. All electronic handouts that were received by May 1 have been posted.
- **YOU ARE THE TIMEKEEPER.** Keep to the allotted time schedule. Alert the speaker at 10 minutes prior to the end of the schedule session time. It is entirely appropriate that you suggest that participants approach speakers directly following the session outside the room. Please clear this with the speaker ahead of time, i.e., how would you like me to alert you?
- ***It is important that you stick to the script. You may NOT distribute materials or promote your own events.***

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**After the Session**

Complete the online moderator evaluation form (one for each topic) at the URL provided in your final email confirmation. You will be emailed instructions for use of your special discount code after you complete your evaluations. ***Please remember that your evaluation and comments will be shared with speakers however they will NOT be identified as moderator evaluation/comments.***

**AAPA would like to informally identify the number of CME sessions that include mention or discussion of “off-label” uses of pharmaceutical products (i.e., uses/indications of drugs that have not been explicitly approved by the FDA). As part of your assignment, we would appreciate your noting if such discussions occurred in the session for which you were moderator.**

## **IN CASE OF EMERGENCY**

***If a speaker is a “no show” (at least 10 minutes before session start time):***

**Contact:** The audiovisual technician in the room and ask her/him to relay a message to Shelley Hicks or Shannon Warren in the Speaker Ready Room (Room 254 of the Ernest N. Morial Convention Center)

**OR** Commission on Continuing Professional Development and Education (CCPDE) member on duty. CCPDE members can be easily identified, wearing blue AAPA shirts and khaki, black or blue pants/skirts.

***If audiovisual equipment malfunctions or is not present:***

**Contact:** The audiovisual technician in the room

**OR** Shelley Hicks or Shannon Warren in the Speaker Ready Room (Room 254 of the Ernest N. Morial Convention Center)

**OR** Commission on Continuing Professional and Education (CCPDE) member on duty

## **REMINDERS**

- **You must be registered for the annual conference on the day of the conference you are scheduled to moderate.**
- **Based upon your initial request, you have been scheduled to attend a specific 30-minute moderator orientation session. Attendance at one of the moderator sessions is mandatory and you will be required to sign in. CCPDE members will be adding up-to-the-minute information at those meetings.**

## IMPORTANT INFORMATION

**Speaker Ready Room Location:** Room 254 of the Ernest N. Morial Convention Center

**Speaker Ready Room Staff Emails:** [conferencecme@aapa.org](mailto:conferencecme@aapa.org)

**Speaker Ready Room Hours of Operation:**

- Friday, May 18, 2018 7:00am-6:00pm
- Saturday, May 19, 2018 7:00am-6:00pm
- Sunday, May 20, 2018 7:00am-6:30pm
- Monday, May 21, 2018 7:00am-6:30pm
- Tuesday, May 22, 2018 7:00am-6:30pm
- Wednesday, May 23, 2018 7:00am-5:00pm