



# IGCS 2022

## ANNUAL GLOBAL MEETING

### SEPT 29 - OCT 1

# NYC

## Moderator Guidelines – Hall 501 (Plenary Hall)

### BEFORE THE SESSION

- Please refer to your session schedule via the IGCS 2022 Mobile App or [Interactive Program](#).
- Please arrive at the session hall about **15 minutes before the session start.**  
*In some cases, there will be only 5 minutes before yours and the previous session. In such a case, please wait for the previous session to end and then proceed to the head table.*
- Please take the initiative when appropriate to help stimulate questions from the audience and prepare your own questions for the speakers.
- The speakers will be seated in the first row 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 problems.

#### Before the 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.**

### START OF THE SESSION

- **Introduce** yourself and your co-chair(s) by name and affiliation
- **Welcome** the audience in the hall and those watching virtually.
- **Outline**, very briefly, the session content. "We are going to present: x,y,z"
- **Encourage** the audience (both onsite and online) **to ask questions** via the Virtual Platform or Mobile App from the beginning of the session.

### DURING THE SESSION

- **Introduce** the speakers and presentation titles as indicated in the IGCS 2022 Mobile App (note there could be last-minute changes).
- 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 (both in person and online) 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 Q&A portion after each lecture.

#### 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, the onsite and the online audiences for their participation.

### Other Helpful Information

- The most updated session details as well as speakers' information and short biographies are available via the IGCS 2022 Mobile App and the interactive program on the IGCS 2022 website. Please check them regularly for updates.
- Your session will be live-streamed in real time and recorded for on-demand viewing. Please acknowledge the virtual audience and encourage them to ask questions.

In case of questions, please write to us at [vdanielsen@kenes.com](mailto:vdanielsen@kenes.com) (Valentina Danielsen, Scientific Program Coordinator) or find us at the Faculty Desk onsite, located on the 5<sup>th</sup> floor of the Meeting Venue.

Thank you for your valuable contribution to the success of the 2022 IGCS Meeting!