

**A GREENER FUTURE FOR LABORATORY MEDICINE:  
DOING MORE WITH LESS**

**April 16-18, 2009**

**Boise, Idaho**

Thank you for your interest in serving as a Scientific Session Moderator. Moderating a session is a great opportunity to meet and interact with amazing speakers representing your profession as well as many other related professions. Moderating also provides a chance to actively participate in your professional society's scientific conference. If you haven't decided whether or not to mark the box on the registration form asking for volunteers to serve as moderators, please reconsider and take that step. You won't regret your decision!

The following is a summary of the duties that go with acting as a moderator. These instructions will also be available in your Moderator's packet that you will receive prior to your assigned session.

**BEFORE THE SESSION**

- Locate the room for the session. Room assignments should be available at the Registration desk. Plan to arrive about 10-15 minutes before the start of the session, to find the light switches and to confirm AV equipment. Contact any member of the convention committee staff (who will then find Dave Eisentrager!) for any AV problems.
- Introduce yourself to the speaker(s) and explain your role. Make sure the speaker has obtained his/her name tag. Review your introduction information with the speaker to see if he/she has any changes or additions.
- If the session is a panel session, arrange with the speakers how they want to split up the time period and how they want you to signal "time".
- Ask the speaker to check that the audio-visual equipment is adequate. There should be no handouts for distribution at the session because speakers were requested to submit these for posting on the website prior to the meeting.
- During the session, count the total number of participants and record it on the Session Information Summary sheet.

**BEGINNING THE SESSION**

- Begin the session on time.

- Introduce yourself; give a warm welcome to the participants; and announce the program speaker, *program sponsor, if applicable*, and program title. This information is on the program information sheet in your packet.
- Make the following announcement
 

Paper attendance rosters are no longer used. In order for attendance to be documented each attendee will need to enter a unique session code for this session into the ASCLS online CE Organizer which is located at the ASCLS website. The session code will be announced at the end of the session ONLY. In addition, to obtain an official certificate of attendance for this meeting, each attendee will use the CE Organizer. Instructions for using the CE Organizer program were provided to each attendee upon registering at the meeting registration desk, and may also be found at the online tutorial available at the ASCLS CE Organizer webpage. The session code must be entered by within 30 days of the conference; no later than May 18, 2009. After that date the session code will not be valid and a certificate of attendance will no longer be available.
- *Request that all attendees turn off or mute cell phones or pagers.*
- Introduce the speaker, including name and background information. If the session has been sponsored, be sure to *mention the sponsor* in your introduction.
- If the session has more than one speaker, make sure that all speakers stay on schedule.

#### AT THE END OF THE SESSION:

- Thank the speaker, give him/her the speaker appreciation gift, and once again mention appreciation for the sponsor.
- **Get the attendees attention before they leave the room so that you can give them the session code. Be sure to announce the session code clearly and state it several times.**
- Collect the Program Evaluation Forms.
- Summarize the session evaluations on the Session Summary Sheet. Ask for help at the Registration desk if you have any questions about the summary sheet.
- Complete the Moderator Checklist and return the packet to the Meeting Registration Desk **immediately after the session.**