MODERATOR GUIDELINES

Attendance
Be in the session room 15-20 minutes prior to the start of the session.

Room attendant
In case you have any questions or technical problems feel free to ask the room attendant**.**

Ask a question – via the App
Please explain in the beginning that delegates can <u>ask questions via the congress app only</u> (the PMC 2023 app is integrated in the EFP app). A slide on how to download the app will be prepared and can be shown if needed.

You can access the *ask a question* Tool via the <u>iPad</u> on the moderator table. Everything is already set-up. A room attendant will explain the tool to you in detail.
Questions from the audience will pop up in the middle of the screen. You can decide on your own, which questions you want to take into the discussion. Only you can see them.

Voting – via the App
Please explain to the delegates that your session includes voting and that they can <u>participate through the congress app</u>: they only need to click on the session and once voting is live, they can participate.

Speaking times
The speaking times must be strictly followed (see programme table)
It is the moderator's responsibility to observe them and inform speakers in case they exceed the time limit. If speakers run overtime, no questions can be admitted.

Session Structure
⇒ **Introduction** *(moderator)*
  - Explain to audience that asking a question and participation in voting can be done through the conference app only.
  - Provide general scientific background about the upcoming topic.
  - Outline the challenges of the topic for the clinician.
⇒ **Lecture** *(1 speaker)*
⇒ **Duo** *(2 speakers)*
⇒ **Case Pitch** *(case pitch presenter)*
⇒ **Discussion** *(led by moderator)*
  - Questions from the audience via the app appear on your iPad. You can mix them with your own questions.
  - Conduct a stimulating discussion.
  - Provide clear take-home-messages for the audience.

Please watch the time and do not overrun the session!

Troubleshooting
Technical problems might arise even though the equipment has been tested thoroughly: Do not hesitate to address the room attendant - the room attendant will know whom to address depending on the nature of technical problem.