

Session Moderator Guidelines

1. On the day of the session

- Introduce yourself to the virtual technician (who is in your session to assist you with any technical difficulties). The technician will remain online for the entire session. When something is not right, ask the technicians to make the necessary adjustments and corrections.
- Make sure all your presenters have joined the session at least 30 minutes prior to the start. The presenters have been instructed to join 1 hour ahead of the session.
- Before the session starts, the virtual technician will be available to help and will run a quick check on everyone's camera and microphone prior to the start of the session.
- At the start of the session, ASHG will have a title slide for the session and we have provided a [brief video](#) related to ASHG policies that will be played at the beginning of your session.
- Introduce yourselves and read the brief [this script](#) at the beginning of your session.
- STAY ON TIME! Moderators are the timekeeper and facilitator of the session. It is required that all sessions run on time and that the speaker order does not change. It is the responsibility of the moderator to ensure each presenter stops/starts at the specified time. When necessary, cut off question periods to stay on schedule. There will be a timer in the right-hand top corner of the screen.
- During the presentation, monitor the Q&A box and pull questions for the live Q&A.

Reminders:

- Moderators are responsible for keeping track of each speakers' **[15(Plenary) or 10 (Platform)]** minute presentation time.
- You must be strict about intervening if a speaker goes over. The platform does not allow sessions to run long—the session must end at **[80 (Plenary) or 90 (Platform)]** minutes.
- If a speaker does not show up, please announce this at the beginning of the session and note that you will proceed with the session without this speaker.
 - A break should not be taken.
- If a speaker has technical difficulties, please move on to the next speaker.
- A PC member and ASHG staff member will be available on the backend with you in case you need assistance during your session.

2. Q&A:

- After the presenter finishes, the live Q&A will start. For invited sessions, all Q&A will happen at the end, not after each talk. For Plenary and Platform sessions, the moderators will begin the 5-minute Q&A session. This should be completed for each presentation.
- Attendees will not be able to ask questions via video or microphone, only via chat in the platform.
- At the end of each presentation, use the private chat function (not the audience chat function) to connect with the virtual webcast producer to inform them that the presentation time has expired.
 - Both moderators will be brought onto the screen by the webcast producer. This serves as an indication to the speaker that their presentation has ended, and they should finish their sentence.
- Monitor incoming questions as the presentations take place. All questions from the audience will come in from the audience Q&A function. Have one or two questions prepared in case none are asked.
 - There is no option for the audience to submit verbal/video questions.
- You can begin asking your speakers questions that you pulled from the Q&A or chat boxes.
- If the audience does not have questions, co-moderators should have a few questions prepared in advance to ask each speaker.
- Encourage diversity among the question askers by prioritizing diverse attendees for the first question when possible (e.g., a trainee). Research shows that beginning the Q&A period this way will encourage overall diversity during Q&A.
- Speakers and moderators can communicate in an internal chat on the virtual platform. Instructions will be provided during your session dry run.

PROBLEMS: Chat with the virtual technician of your session using the internal chat function.