KNOW BEFORE YOU MODERATE

As you prepare for your role in this exciting event, we want to help you maximize your preparation. Please refer to the email sent on Thursday, October 14 with the zoom link and slido link details. If you did not receive this email, contact programs@ashg.org and we'll send you the links.

You will need to know your session number when joining (check the online planner for the number). You will first arrive in the "green room" where you will be greeted by a technician who will then move you to your session room with all speakers and moderators in your session. The Zoom link is only to be used to join your session to moderate on event day.

Prior to the airing of your session:
- Review and become familiar with the Moderator Orientation/Preparation slides.
- If you were unable to attend the moderator orientation session, you can view the video recording here.
- Review the Moderator Resources Page.
- Communicate with your co-moderator to discuss how you will manage the introduction and Q&A portion.

On the day of your session:
- **Join 30 minutes before the session begins**.
- Have your Slido (Q&A/Polling) link open.
  - This link is unique to your session. Only you as moderators have access to this link. You will use it to filter and approve questions.
  - On event day, you will need to have both Zoom and Slido open.
- Use a **wired internet** connection or ask others on your wireless network to minimize their usage.
- Mute anything that may buzz or beep, turn off your email pop-ups, etc.
- It is very important that you **mute your microphone** during presentations. If you need to chat with speakers or moderators during a live presentation, please do so using the chat in Zoom.
- ONLY use **Google Chrome** (preferred) or Firefox as your browser.
- ONLY use your laptop or desktop computer.

At the beginning of the session
ASHG will pre-load all pre-recorded presentations prior to the day of the event in the correct speaker order. Moderators are the timekeeper and facilitator of the session. There is not a timer within the platform so please tag team with your co-moderator to ensure the Q&A sticks to the allotted time. A brief video related to ASHG policies and how to use the Q&A/Chat functionality will be played at the beginning of your session. You do not need to make these announcements.

- After the housekeeping video has played, introduce yourselves and the session speakers. A title slide that lists each speaker will be shown as you come on the screen.
- We will then switch to your disclosure. When you introduce yourself, you must **verbally read your disclosure slide** which will automatically display.
- The first presentation will then play for the allotted time. The speaker and moderators will then be brought onto the screen for the live Q&A. The next speaker's talk will

automatically play at the end of the Q&A. You do not need to introduce the speaker again.

- It is important that all sessions run on time and that the speaker order does not change. If a speaker goes over their allotted time, you should deduct that time from the Q&A portion. All Q&A will be done live.
    - *Plenary and Platform session*s: begin the 5-minute Q&A session after each talk/presentation.
    - *Invited sessions*: all Q&A will happen at the end of all talks.
- Once you have reviewed questions in Slido, you should approve them and allow them to be seen by the audience so they can vote for their top questions. If questions are inappropriate, do not post them.
- We encourage you to cut and paste questions you plan to ask in the zoom chat so the speaker can see the questions before they are asked.
- 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.
- If a speaker has technical difficulties, please move to the next speaker and suggest the speaker try to answer the questions via chat.
- Moderators should prepare one or two questions to ask the speaker in case the audience members do not ask questions.
- If a speaker does not show up, please announce this noting that live Q&A will not be possible. Suggested announcement: "*Speaker X was unable to join us today, therefore Q&A will not be possible. We apologize for the inconvenience and will take a 3-minute break*."

We look forward to "seeing" you online next week.