Introduce the speakers, ensure timeliness, and facilitate discussion.

Remind presenters to be mindful of time for talk for respect of all of the other presenters in the session.

Session Papers (60 Minute Sessions) are strictly limited to 10 minutes, 7-minute talks followed by 3-minute discussion. You can cut-off presenters if going over the 7 minutes.

Late Breaking Podium: The talks are strictly limited to 6 minutes, 5-minute talks followed by 1-minute discussion.

Spotlight Sessions: The Spotlight talk is limited to 25 minutes with a 5-minute discussion. The three paper presentations are strictly limited to 10 minutes: 7-minute talk followed by 3-minute discussion. Please refer to the program book for the schedule time of the spotlight speaker. Spotlight talks are scheduled either at the beginning or end of the session.

NIRA Presentations are strictly limited to 7 minutes, 5-minute talks followed by 2-minute discussion.

Adhere to the scheduled paper times so that attendees may switch from one session to another without missing a paper.

Coordinate questions and answers. Moderators should have questions prepared to ask in case there are no questions from the audience. Once questions begin from the floor, the moderator should refrain from asking their questions.

Conflict of Interest: Moderators are responsible for addressing and resolving conflict of interest. Please refer to the Conflict of Interest form on the moderator table in the session room. Complete the form and leave at the head table at the end of the session. If there were no conflicts, please indicate “no conflicts” on the form.

Make sure the speaker gives a verbal disclosure/conflict of interest at the beginning of the talk.

If no disclosure/conflict of interest is provided during presentation please ask presenter for information at the conclusion of talk.

Commercial Bias: Moderators are responsible for “keeping the presentations balanced.”

When a company’s product is mentioned, we ask that the moderator note other products generally acceptable for the procedure discussed if the speaker does not. It would also be appropriate to announce the speaker’s documentation of the potential conflict as noted in the disclosure index listed on the ORS Annual Meeting website or ask the faculty speaker directly if such a conflict exits.

No photography, video, audio recording or reproduction of any kind may be used during any portion of the ORS Annual Meeting. The ORS reserves all of its rights to such materials, and commercial recording or reproduction is specifically prohibited. This includes, but is not limited to, digital and film photography, videography, cellular phones, and other image or audio recording devices. Please be sure the attendees in your session adhere to this policy.

The program book will be available on the ORS website **January 25, 2024**.

ALL Moderators will have to participate in the Moderator Training. Please see the link to the moderator training below.