

**MODERATOR GUIDELINES**  
**AMERICAN STROKE ASSOCIATION INTERNATIONAL STROKE CONFERENCE 2007**

**PRIOR TO ARRIVING IN SAN FRANCISCO:** Contact session participants in advance to confirm allotted presentation times, ensure there is not overlap between presentations within the session and *remind them to include a disclosure slide as the first slide of their presentations.*

**DISCLOSURE:** All speakers are required to begin their presentation with a disclosure slide. If a slide is not included in a speaker's presentation or if the speaker fails to verbally disclose commercial relationships and/or discussion of unlabeled/unapproved uses of products, *you must ask the speaker to give a verbal disclosure statement.*

Please review the **Oral Guidelines** for instructions given to the speakers in your session.

All guidelines for program participants and a **sample disclosure slide** are available at:  
<http://strokeconference.americanheart.org/portal/strokeconference/sc/presentermoderatorinfo>

**SESSION FORMAT:** All program participants must arrive at the assigned room 15-30 minutes prior to the beginning of the session. The moderator must confirm attendance of all presenters.

**I. Call to Order**

The moderator will address the audience 5-10 minutes prior to session start time and inform them that they should be seated, as the meeting will begin shortly. The moderator will remind attendees that recording of sessions by video or still photography is prohibited. If permission is obtained from the speaker, non-flash photography is acceptable. Tape recordings (audio only) for personal use may be made.

**II. Convene the Session**

- The moderator will call for audience attention, introduce him/herself and the co-moderator (if applicable) and announce the overall subject of the session.
- The moderator will encourage all presenters to adhere to their allotted times, ensure that all presenters comply with disclosure (see below), and will open the floor to questions at the appropriate times. A speaker timer will be in the room to assist the moderator.
- Presenters are encouraged to use the lavalier microphone in addition to the lectern microphone so their presentations may be heard more clearly.
- The moderator will call for the first presenter and begin the session.

### III. **Presenter Disclosure - Mandatory**

- All oral presenters must include an opening slide listing any financial disclosures and unapproved/unlabeled disclosures.
- If unlabeled use of a commercial product, or an investigational use not yet approved for any purpose is discussed, the presenter must also include a slide disclosing that the product is not labeled for the use under discussion or that the product is still investigational. The presenter must also verbally disclose this use to the audience.
- If the presenter fails to display a disclosure slide, ***it is the responsibility of the moderator to ask the presenter if there are any relationships to disclose before he proceeds with the presentation.***
- If the presenter references work within his presentation previously published by another author, he must include a complete citation at the bottom of the appropriate page.
- Presenters must exclude any information that may compromise or violate patient confidentiality.

### IV. **No-Shows**

In the event of a no-show, the moderator should fill the time with questions and discussion, rather than go to the next speaker. This allows the remaining program to stay on schedule and attendees to hear designated speakers of their choice at the pre-scheduled time.

### V. **Intermission**

If applicable, the moderator will announce the break and time for reconvening.

### VI. **Reconvene (if applicable)**

The moderator will inform the audience that there are 3 to 5 minutes remaining in the break and that they should begin to reassemble. The moderator will reconvene the session at the posted time and repeat steps listed in section II Convene the Session.

### VII. **Adjourn**

The moderator may want to briefly summarize the presentations and add a few last minute comments. The moderator will adjourn as closely as possible to the scheduled adjournment time. Presenters and moderators must adhere to the session end time as another session may begin in the room as soon as 15 minutes later.