

17-20 March 2024

Moderation Guidelines (Specifics By Session Type and Q&A Details)

PLENARY SESSIONS

- Each plenary session consists of 4 invited speaker presentations. Each speaker has 20 minutes for presentation and Q&A as indicated in the schedule found via the ISPPD-13 [interactive programme](#) or mobile application.
- Q&A time is included in the presentation duration which should be divided approximately into 15 minutes for presentation and 5 minutes for Q&A/discussion.
- Plenary speakers were not requested to submit abstracts or PPTs prior to the meeting. Chairs are welcome to contact the speakers in advance if they require more details on their talks.

MEET-THE-EXPERT SESSIONS

- While Meet-the-Expert session organisers were requested to submit outlines in advance, these sessions are meant to be interactive and allow for close engagement with the audience. MTE organisers are allowed to alter the flow of their sessions based on the audience's needs.
- Please make sure that your session duration does not exceed 60 minutes and ends on time, in order to avoid affecting the rest of the programme for the day.
- Please make sure to allow for sufficient time for Q&A and discussion with the audience.

PARALLEL SESSIONS

- Parallel sessions typically include 6 or 7 abstracts for oral presentations. Each presenter has 10 minutes including Q&A (7 minutes for presentation and 3 minutes for Q&A) as indicated in the session schedule found via the ISPPD-13 [interactive programme](#) or mobile application.
- Abstracts are sent to the session moderators by March 11 for review and preparation for the session. Please go through the abstracts and prepare at least one question per abstract in advance in case of low activity from the audience.

E-POSTER SPOTLIGHT SESSIONS

- E-Poster Spotlight sessions typically have 7 or 8 presentations. Each presenter has 6 minutes including Q&A (4-5 minutes for presentation and 1-2 minutes for Q&A) as indicated in the session schedule found via the ISPPD-13 mobile application.
- Abstracts are sent to the session moderators by March 11 for review and preparation for the session. Please go through the abstracts and prepare at least one question per abstract in advance in case of low activity from the audience.
- These sessions will be held at the E-Poster stations in the poster area and not in the session halls. There will be no sitting arrangements. Microphones and headsets will be provided to session attendees.
- Staff members will be available to show you how to navigate the E-Poster stations before your session. Presenters will be able to navigate their E-Posters during their presentations.

WORKSHOP SESSIONS

- Workshop sessions do not have a strict format and workshop organisers can lead their sessions based on their needs. In case you have any specific requirements such as printing handouts for distribution, sending out a survey, etc., please contact the meeting organisers (Kenes) in advance.

Q&A

- Plenary, Meet-the-Expert, and Parallel sessions will be live-streamed and recorded for on-demand viewing. The audience can ask questions via the microphones in the hall, as well as via the mobile application and virtual platform. A technician will provide a short briefing before the session on how to follow online questions.
- E-Poster Spotlight and Workshop sessions will take place onsite only and will not be recorded. Please encourage the audience to ask questions via the provided microphones.