Guidelines for Moderators of Poster Discussion Sessions in the Learning Center

Thank you for accepting our invitation to serve as a Moderator of an hour-long Q&A format Poster Discussion session, to take place in subspecialty communities located in the Learning Center (Hall D, near RSNA Service area) at the RSNA 105th Scientific Assembly and Annual Meeting.

On behalf of the Scientific Program Committee, we thank you for your important contribution.

David H. Kim, MD  
Chair, RSNA Scientific Program Committee

Paul E. Kinahan, PhD  
Liaison, AAPM

Please consult the email notification containing this guideline for the exact day, time, and location of your session. The duties of the Moderator are as follows:

**Familiarize yourself with the abstracts** to be presented in your session. View abstracts online at rsna2019.rsna.org/program by searching on the session codes for your session (example, BRS-SUA, BRS-SUB).

Reminder, there are two 30-minute time slots during each hour-long Poster Discussion session:

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<tbody>
<tr>
<td>Sun</td>
<td>12:30 - 1:00 pm</td>
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<tr>
<td>Mon-Thu</td>
<td>12:15-12:45 pm</td>
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**Collect your presentation checklist** at the entrance of the Learning Center. Please visit the **self-serve ribbon wall (located in the Connection Center)** to pick up your moderator ribbon. *This can be done at your convenience any time in advance of your assignment.*

**Serve as liaison** between presenters, attendees, and staff for the subspecialty community during the hour-long Poster Discussion session. Please note, this is an informal Q&A format. Moderators are not required to introduce speakers or formally moderate discussions.

**Approximately 5-10 minutes prior to the start** of the Poster Discussion hour, politely usher attendees away from monitors and seating so that presenters scheduled to use the monitor can freely access their assigned station and be ready for the start of their 30-minute discussion time.

**Be familiar with how to call up a presentation** on the monitors, and assist presenters who encounter difficulty. If technical support is needed, please request assistance from RSNA staff members, wearing a staff badge, who will be circulating through the area.

**Take attendance**, indicating on the check list any presenters who failed to attend.

**Five minutes prior to the end** of the first 30 minute time slot remind presenters the session will be ending shortly. This reminder should allow enough time to transition to the next set of presenters.

**Engage presenter(s)** who do not have any visitors in discussion of their topics.

**Remind attendees** to visit RSNA Meeting Central (rsna2019.rsna.org) and click on “My Agenda” to evaluate sessions and claim credit.

If the moderator believes that the material presented may be similar to **prior presented or published material or is overtly commercial in nature**, this should be conveyed to the Scientific Program Chair either by email (programs@rsna.org) or by stopping by the Program Office during the week.

**Please return the checklist** to the Learning Center Information Desk immediately following your session. Please make notations if you had any presenters who failed to be present during the discussion time. Immediately following your session a survey form will be sent to you electronic form via email. Please complete the electronic report as soon as possible following your session.

If you have any questions or if you are unable to attend the meeting because of a last minute emergency, please contact the Society office at **programs@rsna.org**, or:

**Prior to November 28**
- 1-877-776-2227 (within U.S.)
- 1-630-590-7774 (outside U.S.)

**Beginning November 30**
- 1-312-791-6617

**At McCormick Place**
- Program Committee Office (Room N426B)