October 2019

Dear Colleague:

Thank you for accepting our invitation to be a moderator of a session at the 105th RSNA Scientific Assembly and Annual Meeting. You were chosen for this important post because the Scientific Program Committee recognizes you as an expert in the field.

The moderator is key to the success of the scientific program. Pre-meeting preparation and aggressive participation during the assigned session are critical elements. Individually and in the aggregate, moderators complement and enhance the program.

This guideline document is an attempt to provide the information necessary to be effective, to ensure uniform procedures for sessions, and to gain timely feedback.

Please read this guideline document before coming to Chicago. Bring the document with you.

Immediately following your session a moderator survey form will be sent to you in electronic form via email. Please complete the electronic report as soon as possible following your session.

The important service you perform for the members and guests at the RSNA annual meeting is greatly appreciated.

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

Paul E. Kinahan, PhD
AAPM Liaison

Please bring this guideline document with you to Chicago!

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**Before the Meeting**

- Please familiarize yourself with the papers to be presented in your session. View abstracts online at rsna2019.rsna.org/program by searching on the session code for your session (example, SSA01).

- Prepare at least one question to ask the speaker in case no one is forthcoming from the audience. You may wish to contact the presenter in advance to decide upon an appropriate question to further enhance the presentation.

- If a group of papers deals with a very similar topic, we suggest you take this into account. Such prior knowledge will add to the perspective, discussion and impact of the session.

- If you are aware of previous work of the author relative to the presentation, you may wish to mention this briefly.

- The moderator may enrich the session with a brief commentary when appropriate. Speeches are not appropriate.

- Moderators will be given the ability to upload slides to the presentation system to view with the audience in the event of a presenter not showing up for the session.

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If you have any questions or if you are unable to attend the meeting because of a last minute emergency, please call 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 Office (Room N426)
On the Day of Your Session

- It is most important for us to be assured of your presence for your session and for you to know of any last-minute program changes; therefore, check in again at the Program Office (N426B) no later than 30 minutes before the start of your session to see if there are any program changes.

- At check-in, you will be given a large-print, boldface presentation list to facilitate introduction of speakers. This list will include any last-minute program changes. You are requested to record any changes that occur in the meeting room. Return the list to the Program Office immediately following your session.

- The presentation list contains all the necessary information to introduce scientific papers and presenters.

- Please arrive at your meeting room at least 20 minutes before the start of your session. Take time to familiarize yourself with the setup and equipment in your room.

- A technician will float between two meeting rooms. If you have any difficulties or need any assistance, click the ASSISTANCE NEEDED button (with the red flag) at the bottom of the screen and select between the help options (room and/or computer), and a technician will be immediately sent to your room.

- Room monitors, identified by a burgundy ribbon, will be assigned to your session. The room monitors’ responsibilities include assisting with lighting and counting attendance.

- Please introduce yourself to the room monitors prior to your session. Should you encounter any problems (electrical, sound, equipment, medical, etc.) during your session, ask the room monitor to contact the appropriate personnel for assistance.

- Rehearse the names of the presenters and seek help if necessary.

- Ensure that your watch is on accurate Chicago time (Central Time).

- Because of the size of the program and the number of rooms in simultaneous use in the North, Lakeside Center and South Buildings, subcommittee chairs of the Scientific Program Committee will supervise the scientific paper sessions as ‘Officers of the Day’. 
Timer Instructions

1. Clear timer so that “0.00” displays.
2. Set total time for seven minutes (the length of talk).
   *Note: Some Keynote Speaker presentations may be 17 minutes and will be clearly marked on presentation pages.*
3. Set the sum-up time for one minute. The sum-up light will come on when there is one minute left for presentation.
4. Select blink; the sum-up light will begin to blink when there is one minute left.
5. The red light will come on at the end of the seven minutes.
6. To reset the timer press the repeat button. Since the timer cannot be set to monitor both the talk and the question-and-answer period, the three-minute period for questions will be monitored by the moderator using the digital clock on the podium.

Immediately Before Your Session

- Familiarize yourself with the functions and operation of the timer.
- Ask speakers to approach the podium area to make sure they are present and to ask about name pronunciation (if needed).
- Remind each speaker that they are allowed seven minutes for a paper. Three minutes are allotted for discussion and introduction of the next speaker. Tell the speakers you will enforce this time limit.
- Instruct the presenters that the sum-up light will blink with one minute remaining and will turn red when time is expired.

During Your Session

- Take charge. Start on time and keep the session within at least one minute of schedule.
- Introduce yourself. Announce the section (i.e., physics, chest) and topic of the session.
- Ensure that the presenter speaks directly into the lectern microphone and inform them that they may adjust the microphone to a comfortable height.
- Staying on time is critically important.
- Encourage questions from the audience.
- If a presenter does not appear, you must not begin the next paper until the scheduled time. Note any such occurrence on the presentation list and return it to the Program Office (N426B) after your session.

- In the event of a “no show”, the open time period can be used for further discussion of prior talks, to informally poll the audience, or to present a brief topic using your own preloaded PowerPoint slides.
- To ensure a standard format and to maximize the amount of time available for exchange of scientific information, all moderators are requested to limit introductions of speakers to those elements present on the list provided by the Program Office (N426B) at the time of check-in. The following elements should be announced in order:
  - paper number
  - paper title
  - name of presenter
  - city or country of origin

Thus, only a single name, that of the presenter, will be announced by the moderator.
During Your Session (continued)

• Take charge of the discussion period. Recognize questions from the audience as a priority and repeat each question through the microphone. Be prepared to ask pertinent questions, should none be forthcoming from the audience. In the case of international presenters, you may have to explain or paraphrase a question or the answer.

• 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.

• No recording devices of any kind will be permitted—including audio, video and still photography. Exception will be made for RSNA Daily Bulletin staff with advance notification. Members of the news media may use handheld audio recording devices, but must be escorted by Newsroom staff to take video or photographs.

• Scientific presentations are to report on research and are not to be promotional in nature. If the presenter and/or an attendee begins to promote a commercial company and/or product, take charge and discontinue the promotional discussion.

• Representatives of the press or others may not place microphones or tape recording devices on the lectern, speaker’s table or speaker. Interviews are to be conducted outside of the meeting room.

If a problem occurs, inform the meeting room monitor, identified by a burgundy ribbon. They will inform the appropriate individuals and get immediate help. No commercial handouts are permitted.

• If a presenter requests information on submitting their manuscript to *Radiology* or *Medical Physics*, please provide the following sites for electronic submissions: *Radiology* (mc.manuscriptcentral.com/rad) or *Medical Physics* (medphys.peerx-press.org).

• Formally close the session, make any necessary announcements, and thank the presenters and the audience for their efforts and interest.

  • Remind attendees to access Credit Eval online to evaluate the session and claim CME.

After Your Session

• Return your presentation list to the Program Office (N426B), noting any changes that occurred in the session. Be sure to include no-shows, presenter changes that occurred at the session and were not previously noted, and any other incident that should be brought to the attention of the Scientific Program Committee.

  • It is important for you to return this list even if no changes occurred.

  • Replying to the moderator report is most important to us. Your cooperation in completing the electronic form is greatly appreciated. Please complete it immediately while comments are still fresh in your memory. Prior comments have had, and current comments will have, considerable influence as we attempt to solve immediate problems and plan long-term improvements for the program.