



Moderator Information

- 2 hours before your session, check with the Presentation Manager in the Speaker Preview room for any missing presentations. Follow up with the speakers who have not uploaded their presentations.
- Arrive at your session 15 minutes before start time and familiarize yourself with the set up: introduce yourself to the audio-visual technician, check timers, pointers, etc.
- Start and end your session **on time**. Sessions cannot run long as this jeopardizes the presentation management of the next session. Additionally, delegates will have difficulty visiting the exhibition hall which inhibits their ability to network with our industry partners and could shorten their time for food and refreshment.
- Monitor your sessions for educational quality. Remind speakers to declare any conflicts of interest at the beginning of their presentation. All presentations must contain a Disclosure slide for visual and oral disclosure of any potential conflicts of interest. Report any undeclared conflicts of interest or ethical issues to COS office immediately.
- Remind delegates to complete the online CPD evaluation.
- Remind delegates to visit the exhibition hall during breaks.
- Note any learning needs and educational improvements for next year's session.