Session Moderator Guidelines

1. **Before the day of the session:**
   - Participate in a dry run of your session the week of October 5-9th.
   - Reminder speakers they must include a disclosure slide noting any relevant financial relationships or announce that they do not have a conflict. Inform speaker they can include a slide or announce they wish to opt-out of the Social Media Policy by asking at the beginning of the presentation “please do not mention my talk through social media such as Twitter.”
   - Ensure any handouts (PDF files only) from speakers are provided to ASHG in advance (upload link coming soon).
   - Remind speakers that for research in which a gene or SNP is identified, the gene symbol and/or the identified marker name must be presented.
   - Collect phone numbers and email addresses from speakers in case you need to reach them during the session.

2. **On the day of the session**
   - Introduce yourself to the virtual technician (who is in your session to assist you with any technical difficulties). The technician will remain online for the entire session. When something is not right, ask the technicians to make the necessary adjustments and corrections.
   - Make sure all your presenters have joined the session at least 30 minutes prior to the start. The presenters have been instructed to join 30 minutes ahead of the session.
   - Before the session starts, the virtual technician will be available to help and will run a quick check on everyone’s camera and microphone prior to the start of the session.
   - At the start of the session, introduce yourselves and read the brief welcome script (to be provided by ASHG).
   - **STAY ON TIME!** It is required that all sessions run on time and that the speaker order does not change. It is the responsibility of the moderator to ensure each presenter stops/starts at the specified time. When necessary, cut off question periods to stay on schedule.
   - The virtual platform has a timer in the right-hand corner of the screen, but the timer **does not** stop for each presentation. Please be sure you look at the timer and prepare to stop after your indicated presentation time. Moderators should be prepared to stop the speaker at the end of their presentation time.
   - During the presentation, monitor the Q&A box and pull questions for the live Q&A.

3. **Q&A:**
   - After the presenter finishes, the live Q&A will start. For invited sessions, all Q&A will happen at the end, not after each talk. Attendees will not be able to ask questions via video or microphone, only via chat in the platform.
   - You can begin asking your speakers questions that you pulled from the Q&A or chat boxes.
   - If the audience does not have questions, co-moderators should have a few questions prepared in advance to ask each speaker.
   - Encourage diversity among the question askers by prioritizing diverse attendees for the first question when possible (e.g., a trainee). Research shows that beginning the Q&A period this way will encourage overall diversity during Q&A.
   - Speakers and moderators can communicate in an internal chat on the virtual platform. Instructions will be provided during your session dry run.

**PROBLEMS:** Chat with the virtual technician of your session using the internal chat function. Remember that you are the Program Committee’s ambassador to meeting attendees.