

WSPID 2025 – Moderator Guidelines

Thank you for your support in moderating a session at WSPID 2025. Your role is vital in ensuring a smooth and engaging experience for attendees—both onsite and virtual.

Your Role as a Moderator As a session chairperson, you are responsible for the smooth operation and time management of the presentations within your session. Please review the following guidelines to help you prepare and effectively moderate your assigned session(s).

BEFORE THE ANNUAL MEETING – Preparation

- Familiarize yourself with your session(s), speaker(s), and timings using the [interactive program](#).
- To view your personal schedule: [click here](#)
- Search for your name in the search bar. Once located, click your name to view details, including session timings and assigned presentations.
- Full program and session details will be accessible via the **Congress App**.

AT THE CONGRESS - Before Your Session Starts

All sessions have a Q&A component, through the Congress App called “Ask the Speaker,” further explained below. This feature is also available for live streamed sessions through the virtual platform.

Arrive at your session hall at least 15 minutes before the scheduled start time to:

- Meet the AV technician
- Receive your **moderator iPad**
- Get a brief orientation on session features and technical support

Two minutes before the session starts, kindly ask delegates to take their seats and move toward the front.

One minute before the first presentation:

- Introduce yourself by name and affiliation
- Announce the session title
- Politely remind attendees to silence mobile phones

DURING THE SESSION

As moderator, your responsibilities include:

- **Welcoming both onsite and virtual attendees.**
- Introducing each speaker and presentation title, using the most up-to-date details from the **Mobile App**, a printed agenda will be provided for you as well

- Strictly adhering to scheduled start and end times of each presentation, ensuring attendees can navigate between sessions
- Announcing a **two-minute warning** so that a speaker can time the end of their presentation and not overrun.
- Ensuring the speaker uses the microphone and speaks clearly
- Summarising audience questions when needed, or clarifying if a question is not understood
- Notifying the in-hall technician immediately of any AV issues

If the session runs ahead of schedule:

- Solicit questions from the audience and lead a discussion
- If finished early, you may end the session

If a speaker is absent:

- Move directly to the next presentation

Q&A Functionality

- Questions from onsite attendees can be asked live or submitted via the “Ask the Speaker” feature in the app
- For virtual attendees, questions can be submitted via the app during live-streamed sessions

"ASK THE SPEAKER" – How It Works

① This feature will only be visible in the app once the Congress begins.

During your session, please explain to the audience how to submit questions via the app:

- Open the **Congress App**
- Navigate to your session and select "**Interactive Features**"
- Click "**Ask the Speaker**"
- Type your question and press the green arrow to send

 Questions will appear on your moderator iPad for review. The in-room technician will assist you with this functionality.

Final Notes

Your attention to **timekeeping**, **audience engagement**, and **technical coordination** will ensure a successful and impactful session for all.

For any additional questions, please don't hesitate to [contact us](#).

Thank you once again for your valued contribution to **WSPID 2025**

Best regards,

WSPID 2025 Congress Secretariat