



Case Chats: Paper Session Moderator Instructions

Thank you for agreeing to moderate a Case Chat Paper Session!

Session Format

Each one-hour session will have nine 4-minute paper presentations. At the end of the session, one case study will be presented to spur discussion with the audience. The schedule format is as follows:

1:00 PM	Presentation 1	4 minutes
1:04 PM	Presentation 2	4 minutes
1:08 PM	Presentation 3	4 minutes
1:12 PM	Q&A	6 minutes
1:18 PM	Presentation 4	4 minutes
1:22 PM	Presentation 5	4 minutes
1:26 PM	Presentation 6	4 minutes
1:30 PM	Q&A	6 minutes
1:36 PM	Presentation 7	4 minutes
1:40 PM	Presentation 8	4 minutes
1:44 PM	Presentation 9	4 minutes
1:48 PM	Case Study (if time allows)	4 minutes
1:52 PM	Q&A	8 minutes
2:00 PM	End of Session	

Moderator Pre-Meeting Tasks

- **November:** All presenters in your session will be asked to submit a case study (no longer than 10 slides). From these, you will select **one case study** you feel is best suited to spur engaging conversation with the audience.
 - The author whose case you select will present their Paper (in the final presentation slot, #9), followed by a 4-minute presentation of their case study. At the Moderator's discretion, the case study may be skipped if time runs over, or if the audience is active and engaged with lots of questions.

- **November-February:** Review manuscripts of all papers so that you are adequately prepared to moderate the session.

Moderator Onsite Tasks

- Arrive in the room at least 10 minutes prior to the start of the session.
- Two minutes before the start of the session, please direct all speakers to sit at the front of the room. At this time, any other announcements should be made. This is also a good opportunity to provide a summary of the session topic.
- Introduce yourself to the audience and announce the titles of the first group of papers (3 presentations) and the names of the presenters.
- After introducing the speakers, leave the podium and take your seat at the table on the stage.
- **Keep an eye on the clock to ensure speakers stay within the 4-minute time limit.**
- After the final presentation of the grouping, moderate Q&A with the audience.
- If a technical difficulty occurs during a presentation, not due to the fault of the Presenter, keep track of the elapsed time and allow the Presenter his/her designated time. If the Presenter of a paper does not appear at their scheduled time, please proceed to the next paper on the program and put the delayed paper at the end of the program.
- Discussion and Response:
 - If important questions are asked about a specific paper, the Moderator must allow a response from the Presenter or the senior author of the paper. However, if the discussion of a paper is routine or complimentary, then no response by the authors is necessary. Whether or not a response by the author is required will be left up to the discretion of the Moderator.
 - The Program Committee and the Academy membership feel it is important to have scientific discussion of papers. If there is no give-and-take, then it becomes a recitation rather than a scientific discussion.
 - Moderators should also prepare their own comments and questions based on review of the submitted manuscripts. Be proactive and controversial if necessary.

If you have any questions, please contact:

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