



## Free Communications: Moderator & Discussant Instructions

### **GUIDELINES FOR FREE COMMUNICATION MODERATORS**

#### **RapidFire Oral Moderator:**

##### ***Pre-Meeting:***

- Please carefully review the abstracts that will be presented within your session and prepare at least two questions for each speaker to stimulate audience discussion.
- You will receive the abstracts in an email from the NATA office. You may also find the abstracts to be presented during your session in the summer Supplement to the Journal of Athletic Training, which you should be posted electronically the first week of June. If you do not have access to a copy of this publication, please contact Velma Meza (velmam@nata.org or 972-532-8850).

##### ***Pre-Session:***

- Please arrive at your session at least 15 minutes before the scheduled start time. Free Communication sessions will be held at the ***2019 Location TBD.***
- Moderator Packets will be left in the room at the moderator table, they will include a moderator ribbon and a Moderator report.
- Introduce yourself to the speakers and remind them of the format of the session.
- Assure that all presentations for the session are available to the AV technician for your session. If a presentation is missing, inform the speaker so the problem can be resolved.
- Remind each speaker to repeat the questions received at the end of their presentation to ensure the audience hears all inquiries.

##### ***Session:***

- Call the session to order and ask the attendees to sit down and to move to the front of the room to avoid crowding in the back of the room.
- The moderator will start with a brief introduction on the topic of the session. No slides are necessary – the purpose of this is to provide the audience with an introduction to the importance and relevance of the session topic so speakers can focus their presentation on methods and results.
- Introduce each speaker using the name of the first author (presenter). While the speaker is approaching the platform, read the title of the abstract, the coauthor(s), and the institution(s)

represented.

- Each speaker will have 4-5 minutes using no more than 5 power point slides. Please make sure the speakers are aware of this guideline and adhere to the time limits for each presentation.
- If the speaker presents for more than the allotted time, the discussion period will need to be shortened to stay on schedule.
- Once all presentations are complete, invite the session speakers back to the front of the room for a panel discussion. The panel discussion should be at least 15-20 minutes, but may be longer depending on the number of presentations and the length of the session. Please use this time to initiate discussion by asking provocative questions. Open the floor to the audience for questions and/or ask the presenter your question(s) regarding their study. This discussion period can be questions directed to the presenters or to the audience.
- At the end of the entire session, complete and sign the Moderator Report and turn it in to Velma Meza at the NATA Office, Room 205.

***Abstract Presentation Guidelines:***

- The moderator should begin with moderator script and introduction of the first presenter.
- Each presenter has a maximum of 5 minutes.
- At the conclusion of all presentations, the moderator may lead a relevant discussion, initiate questions or moderate any questions from the audience.