



Free Communications: Moderator & Discussant Instructions

**67th NATA CLINICAL SYMPOSIA & AT Expo, Baltimore, MD
June 22, 2016 – June 25, 2016**

GUIDELINES FOR FREE COMMUNICATION MODERATORS

Oral Presentation 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 electrically 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 **Baltimore Convention Center in Rooms 314, 315, 316**.
- Moderator packets will be left in the room at the moderator table, they will include ribbons for all presenters, a moderator ribbon and a Moderator Report.
- Introduce yourself to the speakers, give each speaker a ribbon and ask them to sit near the front of the room to minimize time between presentations.
- 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 that 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:

- Ask the audience to move to the front of the room to avoid crowding in the rear.

- Instruct those asking questions at the conclusion of presentations to use the floor microphones, if available, and to introduce themselves prior to asking the question.
- 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.
- Adhere to the time limits for each presentation and start each presentation promptly at the time scheduled in the program.
- If the scheduled speaker is not present, do not start the next presentation until the assigned time. Speakers and conference attendees rely on the program for the time that a study will be presented. Fill in extra time with discussion or a short break.
- If the speaker presents for more than the allotted time, shorten the discussion period to stay on schedule.
- Open the floor to the audience for questions and/or ask the presenter your question(s) regarding their study.
- At the close of each presentation, please direct the speaker to a microphone away from the podium to answer questions while the next speaker sets up his/her presentation.
- Please remember to bring the completed and signed Moderator Report to the NATA Office, Room 304.

Abstract Presentation Guidelines:

- Each presenter has a total of 15 minutes: 10-12 minutes for presentation and 3-5 minutes for audience discussion.