



Free Communications: Moderator & Discussant Instructions

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

GUIDELINES FOR FREE COMMUNICATION MODERATORS

Thematic Poster 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 Room 314**.
- 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.
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- Introduce yourself to the speakers, give each speaker a ribbon, remind them of the format of the session, and ask them to sit near their poster when the presentations begin to minimize time between presentations. The posters boards are all numbered, please place your poster in your assigned board, your poster number was provided in your speaker letter.
- 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 announce that the first 20-30 minutes of the session are unstructured so attendees can view the posters.
- When it is time for the attendees to sit down, ask them to move to the front of the room to avoid crowding in the back of the room. The exact length of the unstructured viewing at the beginning of the session will vary depending on how many abstracts are being presented. Assure there is

enough time to present all abstracts in the allotted time. Moderators may need to adjust the initial viewing time to assure the session stays on time.

- Introduce each speaker using the name of the first author (presenter). While the speaker is approaching the poster, read the title of the abstract, the coauthor(s), and the institution(s) represented.
- Adhere to the time limits for each presentation. Each presenter has a maximum of 8 minutes; 4-6 minutes for presentation and 2 minutes for audience discussion.
- 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. 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.
- At the end of the entire session, complete and sign the Moderator Report (which will be located by the podium) and turn it in to Velma Meza at the NATA Office, Room 304.
- At the conclusion of all presentations, if time allows, the moderator may lead a relevant discussion or moderate any remaining questions.