

INSTRUCTIONS TO MODERATORS OF PAPER SESSIONS

Thank you for moderating a Paper session. There are 18 papers in each 2-hour session and 11 papers in each 1.5-hour session. Each paper is 5 minutes. Following every three papers is a 5-minute discussion segment. Your role is to facilitate the question and answer discussion for every three papers as well as to keep the session running on time.

First Slide: The first slide of each presentation must be disclosure, with the combined highest level of disclosure of the Presenter and Co-Authors to be considered. Thus, each disclosure slide must read for the appropriate selection:

“I and/or my co-authors have nothing to disclose.”

or

“I and/or my co-authors have something to disclose.”

Detailed disclosure information is available via “*My Academy*” app or the AAOS Orthopaedic Disclosure Program on the AAOS website at <http://www.aaos.org/disclosure>.

SUGGESTIONS

Starting the Program:

- Two minutes before the Paper session is to start, please announce from the podium that all speakers in the room should come forward and sit in the front row reserved for them. At this time, any other announcements should be made. This is also a good opportunity to provide a summary of the session topic and the papers being presented.
- Introduce yourself to the audience and announce the titles of the first three papers and the names of the Presenters. As it is important to keep the session on time, please forego reading the names of the other authors.
- If the first Presenter is scheduled to speak at 11:05 AM, he/she should be speaking at that time.
- After announcing the speakers, leave the podium and take your seat at the table on the stage.
- When the author of the third paper is finished, use the table microphone to conduct the floor discussion and to introduce the next three papers.

Discussion and Response:

- If important questions are asked about the paper that need to be answered, then the Moderator must allow a response by 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 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 be prepared with their own comments and questions based on reading the submitted manuscripts. Be proactive, controversial if necessary.

Following this protocol, the Presenters should stay on schedule and should be prompt in getting on and off the stage.

Two important functions of the Moderator are 1) to keep the Paper session on a precise schedule and 2) decide which authors should be requested to respond to their discussions. Presenters have been advised that their time limits are precise and that we need to ensure the session adheres to its allotted time.

If a technical difficulty occurs in the 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.

If there is time, you may make any closing remarks you feel are appropriate.

If you have any questions, please contact Domenic Picardo at the Academy office, via e-mail picardo@aaos.org or by phone 847-384-4185.