



## VIPER (Video, Paper, Education & Research) Paper Session Moderator Instructions

Thank you for agreeing to be a paper session Moderator! We know that you will help to fulfill our goal of having a dynamic and engaging VIPER Paper Session. There are eight papers in each 60-minute session, and twelve papers in each 90-minute session. Each presentation is four minutes in length. In addition, one or two short surgical videos should be incorporated into the session (placement is up to you). Your role is to select one or two appropriate videos for the session, facilitate the Q&A discussion, and keep the session running on time.

Example:


1:00 PM	Presentation 1	4 minutes
1:04 PM	Presentation 2	4 minutes
1:08 PM	Presentation 3	4 minutes
1:12 PM	Presentation 4	4 minutes
1:16 PM	Video	7 minutes
1:23 PM	Q&A	6 minutes

We ask that you select videos from the [OVT Library](#) that will add insight and value to this session. The video(s) should be no more than 14 minutes in duration. If you select one video, it can be up to 14 minutes in length. If you select two videos, their total combined time should not exceed 14 minutes. Once the videos are selected, please copy the URLs from the videos and email them to Kathy Matousek at [matousek@aaos.org](mailto:matousek@aaos.org). **Industry videos, or videos promoting a specific company or product, will not be permitted, as this violates ACCME requirements.**

Please ensure that the first or second slide of each presentation given has a disclosure on behalf of the presenter AND all co-authors. Thus, each disclosure slide must read for the appropriate selection:

**I (and/or my co-authors) have something to disclose.**


All relevant financial relationships have been mitigated.

Disclosure information is available via: 

AAOS Annual Meeting Mobile app  
or the  
AAOS Orthopaedic Disclosure Program: [www.aaos.org/disclosure](http://www.aaos.org/disclosure)

OR

**I (and/or my co-authors) have nothing to disclose.**

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or the  
AAOS Orthopaedic Disclosure Program: [www.aaos.org/disclosure](http://www.aaos.org/disclosure)

If not, please ask the Presenter to verbally disclose and note that all disclosures are listed in the *AAOS Annual Meeting Mobile App* and on the AAOS website: <http://www.aaos.org/disclosure>

### **Starting the Program:**

- Arrive in the room at least 15 minutes prior to the start of the session and check in with the AV team. Let them know when you would like the videos to play and confirm that the videos are working correctly.
- Two minutes before the start of the session, please direct all speakers to 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.
- Introduce yourself to the audience and announce the titles of the first group of papers (4-5 presentations) and the names of the presenters.
- After introducing the speakers, leave the podium and take your seat at the table on the stage.
- After the final presentation of the grouping, conduct the floor discussion and introduce the next papers.
- When you are ready to show a video, signal the AV table to begin the video.

### **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 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 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.

### **Three important responsibilities of the Moderator are:**

1. Select one or two relevant videos (no more than 14 minutes total) to show during the session from the [OVT Library](#).
2. Keep the Paper session on a precise schedule.
3. 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:

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