

INSTRUCTIONS - PAPER SESSION MODERATORS

Thank you for agreeing to moderate. We know that with you as a Moderator, it will help to fulfill our goal of having a dynamic and engaging 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. Following every four papers is a seven-minute video and a six-minute discussion segment. Your role is to 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 also ask that you select the videos (two videos for 60-minute sessions, three videos for 90-minute sessions) from the [OVT Library](#) that would add insight and value to this session. The videos should be no more than seven minutes in length. Once the videos are selected, please copy the URLs from the videos and email them to Heather Bannon at bannon@aaos.org.

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




or

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

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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:

- Two minutes before the Paper session is to start, please announce from the lectern 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 four papers and the names of the Presenters. As it is important to keep the session on time, please do not read the names of the other authors.
- If the first Presenter is scheduled to speak at 11:04 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 fourth paper is finished, use the table microphone to ask the AV table to begin the video.
- After the video, conduct the floor discussion and introduce the next four 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 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 relevant videos (seven minutes or less) to show during the session from the [OVT Library](#). Two videos for a 60-minute session, three videos for a 90-minute session.
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:

Heather Bannon
Lead Education Coordinator
bannon@aaos.org
847-384-4173