

INSTRUCTIONS – POSTER TOUR MODERATORS

Poster Tours take place in a staged area in Academy Hall, moderated by an expert in each classification. Poster Tours provide an opportunity for meeting attendees to hear highlights and key takeaways during expert-led tours of selected posters as well as meeting and networking with the presenters of research. Each 1-hour Poster Tour session will include five Poster presentations. Your role is to engage the Presenter, facilitate the Q&A, and keep the session running on time (there will be an AAOS Staff Member present to assist). **There is limited pre-meeting work involved, outlined below:**

Pre-meeting Responsibilities:

- We will provide you with the abstracts for the top twenty-five posters in your classification. We suggest that you choose the top five that interest you.
- We can provide you with access to your selected Posters prior to the meeting in the ePoster format.
- Notify AAOS staff of your selections, and they will contact the presenters on your behalf and request that they (or a co-author) be present during the tour.

Starting the Program:

- Two minutes before the Poster Tour 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.
- Introduce yourself to the audience and announce the titles of the first poster and presenter. As it is important to keep the session on time, please do not read the names of the other authors.
- How you wish to divide time between the presenters is up to the Moderator, and how much Q&A/discussion there is per presentation.
- When the presentation is concluded, conduct the Q&A/Discussion and when that is completed, please introduce the next poster.

Discussion and Response:

- The Program Committee and the Academy membership feel it is important to have scientific discussion of research. 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. Be proactive and engage the audience, if necessary.

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. A Technical staff member will be onsite to assist. If the Presenter of a poster does not appear when called, please proceed to the next poster on the program and put the delayed poster 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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