

# Instructions for moderators

of invited speaker sessions, oral communications  
and moderated poster sessions (P1-P18)

**Workshop & MTE Moderators** please refer to the separate [Workshop Instruction Sheet](#)

## Timings

Please be online **15 minutes prior to the beginning of your session** and you will need to stay online for the entire duration of your session, including during the pre-recorded talks. Please refer to the [programme overview](#) for the timings.

## Equipment

The following are a couple of steps you can take to ensure the best possible connection and help prevent loss in audio and video quality:

- Use a **wired connection** to your internet rather than WiFi
- **Close all other applications** on your computer for the duration of the session

## The Main Stage

Once you have logged on to the Event portal (using the link and unique access PIN number sent to you via email) find your session on the **Timeline** page and click 'Join'. The system will recognise you from your log in details and will take you straight into the AIRCast Studio or 'Main Stage'. The screenshot below will give you a good idea of what you will see when you log on.

Once you are in the Main Stage click on the green 'Present' button on the control panel at the bottom of the screen and that will open up the 'Green Room' window. In the Green Room you can chat with others involved in the session. You will also be able to check your audio levels and talk with the event managers.

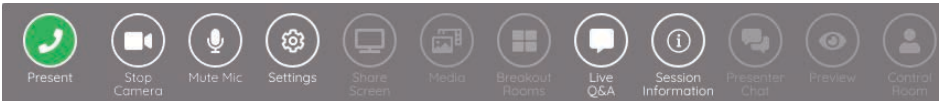


For more comprehensive instructions please check out the [ICCBH Speaker and Moderator Training video](#)

You can log in from **Monday 16 November** to familiarise yourself with its layout

## SCREENSHOT OF THE MAIN STAGE

The screenshot shows the AIRCast Studio interface. At the top left, a label 'Number of attendees in session' points to a small icon with a person silhouette. At the top right, a label 'Time remaining in session' points to a timer showing 'End in 53m', and a label 'Clock App' points to a clock icon. The main area is split into two windows: 'MAIN STAGE LIVE' on the left, which displays 'LIVE PRESENTATION as viewed by attendees displays here', and 'GREEN ROOM' on the right, which is currently empty. At the bottom, a 'Control Panel' contains various icons for 'Present', 'Mute', 'Settings', 'Media', 'Recording', 'Session Information', 'Private Chat', 'Private', and 'Control Room'. A label 'Control Panel (see next page)' points to this bar. A label 'Green Room Window' points to the right-hand window.



## Control Panel

Using the control panel at the bottom of the window you can:

- Access the Green Room
- Turn off your camera
- Mute your microphone
- Change your camera & audio settings
- Open the Live Q&A window
- See the session information

For more comprehensive instructions please check out the [ICCBH Speaker and Moderator Training video](#)

## Clock App

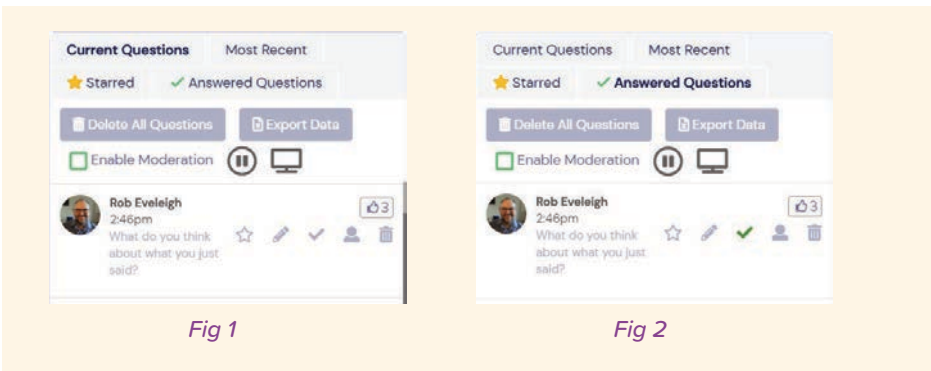


Click on the Clock App icon in the top right hand corner and a QR code will pop up. Scan the code with your mobile device and it will load a countdown timer for your session onto your phone or tablet.

## Live Q&A Panel

During the session, attendees will be able to ask questions through the live Q&A box. Other attendees will be able to see these questions as well and can 'like' them using the thumb icon. Questions are then ranked by the most number of likes.

You will be able to see these questions and answer them from the Live Q&A panel on the Main Stage (fig 1). Once they have been answered click on the tick icon under the question, the tick will turn green and it will move to the Answered Questions section (fig 2)



In case of any queries at all please do not hesitate to contact us at [iccbh@brightelm.co.uk](mailto:iccbh@brightelm.co.uk)

### During your session

- Please **mute your microphone** when you are not speaking.
- Please do not close, minimise or refresh your browser
- Familiarize yourself with your session's presentations ahead of time.
- Introduce yourself and your co-chair (if applicable) to the audience promptly as the session starts, giving the name of the session.
- Explain to the audience that they can ask questions by typing in the Live Q&A box. This will either be on the right of their screens or if they are using full screen mode the Q&A box will be at the top of the screen.
- They can move questions that others have asked further up the list by "liking" them (click on the thumbs up symbol)
- If you are moderating a session where the Q&A are at the end of the session rather than at the end of each talk please ask the audience to put the name of the speaker at the start of the question so that it's obvious who the question is for (see outline for each session type below).
- Introduce the speaker and presentation title as indicated in the programme.
- If you are moderating an invited speaker session (abstracts with "IS numbers") please refer to the '[Invited Speaker Biographies](#)' document if you wish to say a few words about the speaker, but be aware that time is very limited.
- **Strictly adhere to the schedule printed in the programme.** This is very important for the conference. We must be fair to allow all speakers their allotted time for questions.
- At the end of the session, please thank the presenters and the audience for their participation, and encourage delegates to attend the next session – indicate the starting time and what it is
- Be prepared for the unexpected
  - In case there are no questions please have some questions prepared
  - In case the presenter is unable to make themselves heard during the Q&A please ask them to type their answers in the Q&A box

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## Session Format

### INVITED SPEAKER TALKS

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Wednesday 18 November: **15:00-16:00** and **18:30-19:00**

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Thursday 19 November: **15:00-16:00** and **18:30-19:00**

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Friday 20 November: **15:00-16:00** and **19:30-20:00**

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*30 minutes each: 25 minutes for the pre-recorded talk + 5 minutes for live questions  
Questions/discussion at end of session*

### ORAL COMMUNICATIONS

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Wednesday 18 November: **16:15-17:15**

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Thursday 19 November: **16:15-17:15**

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Friday 20 November: **16:15-17:15**

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*10 minutes each: 7 minutes for the pre-recorded talk + 3 minutes for live questions  
Questions after each individual talk*

### MODERATED POSTER SESSIONS (P1 - P18)

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Thursday 19 November: **17:30-18:15**

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Friday 20 November: **17:30-18:15**

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*5 minutes each: 3 minutes for the pre-recorded talk + 2 minutes for live questions*

### ATTENDED POSTER SESSIONS (P1 - P58) – within the poster gallery

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Thursday 19 November: ODD posters: **16:00-16:15, 17:15-17:30** and **18:15-18:30**

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Friday 20 November: EVEN posters: **16:00-16:15, 17:15-17:30** and **18:15-18:30**

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