



NACNS
2018 ANNUAL
CONFERENCE

**PUTTING THE
PIECES TOGETHER**



**CNSs Bridging the
Gaps in Health Care**

MODERATOR INSTRUCTIONS: Workshop Sessions

Thank you for volunteering to serve as a moderator at this year's annual meeting! We appreciate your support of this important activity. Serving as a moderator is a great way to get to know other NACNS colleagues in addition to gaining CE. Most sessions are assigned a moderator. Some of the larger sessions will be assigned a room monitor to assist with management of the session.

A Little About the Workshop Format

Workshop sessions are new this year. Each workshop is planned by a speaker, task force, committee or group of speakers. Going forward, workshops will be part of future conference call for abstracts. The workshop session leader should be your best resource for details, like:

- pronunciation of speakers' names, and;
- introduction preference: do they prefer for you to introduce them, should you also introduce the first presenter, will they then introduce themselves?

The workshops are all approximately two hours in length, but moderators should refer to the conference brochure for the specific start and end times. Workshops are more interactive than traditional conference sessions and the speaker(s) may need assistance with small group work or announcing time frames for certain activities. Make sure you ask the speaker when they wish to break, if their workshop is not scheduled around an established conference break.

Please note: Since workshops are new offerings this year, moderators should note recommendations for the future.

Instructions

BEFORE THE SESSION:

1. Check the final program for the list of presenters for the session.
2. Arrive at the session 15 minutes before the start of the session.
3. Introduce yourself to speakers, review structure of session (order of presentations – time for each presentation including Q&A, if applicable; small group work, if any; time for break; methods for conveying time limits).

4. **Speaker introductions.** Verify with the presenters their titles/affiliations for introductions.
5. **Continuing Education.** Please ask the presenters if they have any conflicts of interest to announce and determine if they wish you to comment or if they prefer to announce it to the group themselves.
6. **Pharmacology CE.** Please check in the program to see if the session is eligible for pharmacology CE.
7. **Equipment Check.** NACNS contracts with an AV company to support the meeting, but it is important that you check the equipment. Verify that the microphone and projector are in working order. If not, please contact the AV company representative.
8. Please note: There may be some cases where the room is small enough and there is no need for a microphone. If this is the case, please remind the speakers to speak at a level so all participants may easily hear them.
9. Check to see if each presentation is on the computer desktop. If needed, assist the speaker to load the presentation. Again, AV staff will be readily available to assist if there are questions.

DURING THE SESSION:

1. Begin session on time and ensure that the presenters maintain the time scheduled for their presentation.
2. Introduce the primary presenters for the entire session, using names and affiliations.
3. Identify that the CE disclosure statement is available in the meeting handouts and also in the tote bag each participant received when they registered.
4. Note for the audience if the session contains CE and the amount of CE that they will receive for the whole session and for pharmacology CE (if applicable.)
5. If any presenters have a conflict of interest, please announce that to the group or ask the individual to make this announcement.
6. Sit in the front row, so you are available to help if needed.
7. Keep a check on the time and use the arranged signal with the presenters to acknowledge time constraints.
8. Facilitate the discussion or Q&A by asking, “Are there any questions for” and by ending the Q&A period on time.
9. Invite those with unanswered questions to speak with presenters after the session.
10. End session on time.

AT THE END OF THE SESSION:

1. Please restart the NACNS PowerPoint slides that are saved on the laptop desktop.

If you have any questions or there is an issue that you need help with, please contact Meg Taft at the NACNS registration area or call (215) 939-9901.

NACNS greatly appreciates your volunteerism. To keep the cost of the program as affordable as possible, the association is unable to offer any special accommodations, discounts or considerations with regard to registration fees, travel expenses or lodging.