

3rd World Ortho ReCon

ILLRS&ASAMI Congress

Joint Congress of Limb Lengthening
and Reconstruction Societies



Scientific Patronage



Lisbon 2017
30 Aug. - 2 Sept.

**Estoril Congress Centre,
Lisbon – Portugal**

**MODERATOR
GUIDELINES**

CONTACT INFORMATION
CONFERENCE SECRETARIAT
ILLRS&ASAMI 2017

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[HTTP://ILLRS-ASAMI-BR2017.ORG](http://illrs-asami-br2017.org)

PODIUM PRESENTATION – OVERALL TIME 10 MINUTES

8 minutes of Presentation followed by 2 minute's discussion

Prior to the Conference you will receive the abstracts scheduled for your session and presenting authors name and email.

Contact each of your speakers by email. Let them know that you will be moderating their session and how to contact you, if needed. Ask them to have the presenting author send you a short statement about his or her current position, and current or past activities that you can use in introducing them.

- Each session will have two moderators who will also be speakers during the session
- Start the session on time. We will be operating within a fairly tight schedule, so this will be important.
- At the beginning of the session, the moderators should welcome the audience, announce the time allotted for each speaker, and whether questions will be all at the end or after each speaker.
- Each moderator will introduce the next speaker alternately with a brief introduction. Indicate the presenter's name, current position and the title of the presentation.
- Moderators are requested to control accurately the presentation time of 8 minutes for each speaker.
- As the presentation of a speaker nears an end, the moderator should alert the speaker of time available for presentation, indicating one minute before time is up, and the end of the allotted time. Do not hesitate to tell the speaker that his/her time is up.
- In the event a scheduled speaker does not make an appearance; their time allotment will be used for audience questions.
- Discussion of two minutes can be done after each presentation or if the subjects are similar, as a 10 minutes' discussion at the end of the 5 presentations.
- The moderators are expected to stimulate discussion between speaker and audience, with questions to the speaker in case the audience is slow to raise questions
- Be sure to thank each speaker at the end of the question and answer period, or when they are finished with their talk.
- End your session on time. In most cases, another session will be starting in your room 2 minutes after your session is scheduled to be over. Be sure to thank all of your speakers as you end the session.
- **It is extremely important that you complete the Moderator Report Form for the session(s) you moderate. One of the hostesses will give you this form at the beginning of your session and will collect it at the end.**

CONFERENCE – OVERALL TIME 18 MINUTES

18 minutes of Presentation – No discussion

MAGISTRAL CONFERENCE – OVERALL TIME 28 MINUTES

28 minutes of Presentation – No discussion

- Each Conference will have one moderator who will present the speaker including his main credentials.
- The moderator is requested to control accurately the presentation time of 18 minutes for a Conference and 28 minutes for a Magistral Conference.
- There is no discussion.
- End your session on time. In most cases, another session will be starting in your room 2 minutes after your session is scheduled to be over. Be sure to thank all of your speakers as you end the session.
- **It is extremely important that you complete the Moderator Report Form for the session(s) you moderate. One of the hostesses will give you this form at the beginning of your session and will collect it at the end.**

SYMPOSIA – OVERALL TIME 60 MINUTES

50 minutes of Presentation plus 10 minutes' discussion.

INSTRUCTIONAL COURSE LECTURES – OVERALL TIME 60 MINUTES

50 minutes of Presentation plus 10 minutes' discussion.

- Moderation will be done by the chairman of the session
- The speakers will be presented by the chairman of the session
- The chairman is requested to control accurately the session time of 60 minutes.
- End your session on time. In most cases, another session will be starting in your room 2 minutes after your session is scheduled to be over. Be sure to thank all of your speakers as you end the session.
- **It is extremely important that you complete the Moderator Report Form for the session(s) you moderate. One of the hostesses will give you this form at the beginning of your session and will collect it at the end.**