



Dear ARIA Annual Meeting 2022 Moderators:

On behalf of Dr. Weili Lu, Annual Meeting Chair, I would like to thank you as we invite you to serve as a concurrent session **Moderator** at this year's meeting.

We have assigned sessions based and have worked hard to try to avoid asking you to moderate when you have other session obligations.

Please use this Google Sheet to accept the assignment or to let us know of any conflict by making a note in the column indicated on the Google Sheet. If you need to communicate directly with us, please contact Executive Director, Ginger Phillips at [gphillips@aria.org](mailto:gphillips@aria.org).

The List of Sessions – Please Find Your Name in this Google Sheet recognizing you may be assigned more than one. Please indicate your acceptance of the assignment in the column for that purpose.

<https://docs.google.com/spreadsheets/d/1xcv8tTWoc0LcVvfbigDm4ZvFUT2AmO5Y8g8QygnRt4k/edit?usp=sharing>

Moderating is important to the ARIA Annual Meeting, and we depend on Moderators to ensure that concurrent sessions run smoothly. The ARIA meeting is approaching quickly, and I wanted to share some information about the concurrent sessions that should be useful to you and the presenters and discussants in your session.

### **Contacting your Presenters and Discussants**

Note that in this sheet you will also find the names and email addresses of confirmed presenters and invited discussants in your session. These are provided to you so that you may contact them ahead of time and organize the session you are moderating. This contact will make the meeting go more smoothly and is especially appreciated. Discussants are almost always students and may need some of your guidance on how to do this effectively.

### **Session Format**

Each concurrent session is 90 minutes long, has three presenters (occasionally two presenters) and allows 30 minutes to each presentation. There are six breakout rooms going on during the same 90 minutes. Sessions are numbered with a letter/number combination for each presentation to help organize the agenda in the digital Event App (please see more information on the Event App below).

- The notation A1 denotes the content of the session. This is where you will be listed as Moderator
- The added notation such as A1a, A1b, and A1c denote the three presentations in that room and the order they will present. Please do not change the order of the presentations. All sessions should follow the following time format:

- Timing
  - a. Presentations:
    - i. For three presentations it is 20 minute maximum (18-20 minutes)
    - ii. For only two presentations, you may allow a bit more time, but presenters have been given the information of the timing listed below.
  - b. Discussants: 5 minute maximum
  - c. Audience Q&A: 5 minutes

### **Preparing for the Session**

Each meeting room will include a podium, a side high-top for presenter materials, a screen, projector, and computer. Presenters will be advised to bring their presentations on a thumb drive and load it onto the computer's laptop just prior to the start of the session. No presentations should be shown from a cloud file due to the unpredictable nature of the internet.

All involved in the sessions, you, presenters, and discussants are encouraged to arrive in the meeting room 10-15 minutes before the start of the session to load presentations and orient themselves.

### **Discussants and Q&A**

As noted above, the discussants will have five minutes for their comments. Please remind the discussants to keep this in mind as they prepare their comments.

You will be handling the Q&A so please make sure questions from the audience are made clearly and loudly enough for all to hear. Please keep in mind that not everyone hears well. In some cases, as Moderator, you may wish to repeat the question to facilitate this.

In terms of presenter response to the discussant, we suggest that you use your discretion in how much time, if any, to allot for a direct response of any item raised by the discussant. It may be more valuable to ask the presenter to respond to a specific salient point raised by the discussant.

### **What is the Event App (the only agenda) and Where are the Papers?**

The Annual Meeting Agenda is contained in a digital Event App and thus is the most up-to-date agenda that can be provided as it allows real-time updates, and push announcements to all in attendance. It works on computer, phone, and tablet. **The session papers are linked to each session in the Event App.**

- Very soon we will upload all registrants to the Event App. **We must see you as registered to add you to the App, so if you have not yet registered, please do so immediately.** Once registered in the App, and after you accept the assignment to moderate, we will "tag you into the session(s) as moderator."
- When you are uploaded to the App, the system will send you an email from [info@aria.org](mailto:info@aria.org). This one email will provide two things:
  - Your personal link to update your profile in the app, add a photo and a biosketch.

- In the footer of this email is the link to access the App; we highly recommend that you follow this link immediately to gain full access. Follow the prompts.
- Or you may download the “EventMobi” App from the Google Play Store or Apple Store and enter the event code [ARIA2022AnnualMeeting](#).
- Only registered attendees will be allowed to login. We recommend that the first time you login and make your password that you make this password simple and easy to remember as you may need it when logging in during the conference.
- Changes to program schedule are in real time through the App and will notify you with an *Update App Now* option at the top of the app menu. There is a *refresh* option at the bottom of the App menu.
- Click on any schedule item for details.
- Be sure to update your profile for the best conference experience and to ensure that others attending the conference can communicate with you through the App.
- Watch for notices and real-time announcements.
- All times are US Pacific time and you can select that in your EventMobi settings; find the settings using the usual *gear* icon.