



17 - 19 OCTOBER 2024  
WASHINGTON DC, USA

## GUIDELINES FOR SESSION MODERATORS / SESSION CHAIRS

Dear Moderators and Session Chairs,

We are very much looking forward to welcoming you to Washington, DC for the ISHA 2024 Annual Scientific Meeting. As the conference dates are approaching, we would like to provide you with some information relating to the sessions you are moderating / chairing during ISHA 2024.

### Session Overview

The following link will give you access to the [latest program overview](#).

You will see that this details the final information on:

- Allocated session room
- Final session timings
- Details of your co-moderator / chair (if applicable)
- Details of the presenters in the session, including allocated presentation times

**During the session, we recommend that you use the conference mobile app to follow the program and presenter order as this will have the most complete and up to date program information.**

**There will be an iPad / Tablet at each chair's table to enable you access the app and view any questions being posted within the app during the session.**

If you have any questions relating to this information, please email [abstract@ishaconference.com](mailto:abstract@ishaconference.com).

### Room Set-Up

- All session rooms are set up with a top table and presentation lectern. Where there are larger panel discussions, there will be moveable chairs to accommodate all faculty.
- Session title slides will appear on the screen at the beginning of each session.
- Each session room has an assigned technician and room steward(s) to support you in each room. Please make yourself known to them and they will help familiarise you with the set-up in each room as this may differ slightly from room to room.
- There will also be either radio microphones or aisle microphones in each session room for audience members to also ask questions during discussion time, in addition to the ability to ask questions via the app.
- Each room will have a timer, which can be operated by the session chair(s) to help keep speakers to time.

### ISHA 2024 Executive Office

T: +44 (0)20 3519 9427 (Mon - Fri Business Hours GMT)

[www.ishasoc.net](http://www.ishasoc.net) [info@ishaconference.com](mailto:info@ishaconference.com)

ISHA Annual Scientific Meeting 2024 Limited

Registered Office Address: c/o TC Group, The Courtyard, Shoreham Road, Upper Beeding, Steyning, West Sussex, BN44 3TN, United Kingdom  
Company Registration Number: 13364981



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- Presenters have been asked to upload their presentations ahead of the session via the Speaker Preview / Check – in Room, which is the Capitol Office on level -3 (Ballroom floor) at the JW Marriott Hotel. These will then be networked into the session room for each session. If any presenters arrive at the room and haven't uploaded their presentation in advance, please direct them to the room technician who can assist. Presenters may use PPT or Keynote for their presentations, but we recommend that that speakers do not connect their own laptops / MacBooks, as this will take time that is not factored into the program schedule.

#### **Disclosure of Conflict of Interest**

Please could you remind presenters that, to comply with CME accreditation, they are required to disclose to the audience any conflict of interest in their presentation, should one exist. Presenters have been notified directly of this and have been asked to include a slide in their presentation as a first slide after their title slide, and it is essential that all program faculty submit to the ISHA Program Office a Disclosure / Conflict of Interest Form ahead of the conference. Failure to do so will result in that session not receiving AMA CME PRA credits.

Forms have been emailed to all free paper and invited faculty and can be downloaded from the ISHA 2024 website.

#### **CME Credits – Survey Completion**

Please could you remind the audience that if they wish to accrue CME credits, they are required to complete the short post-session survey after each session they attend. This is accessible via the app and will act as a tracker and provide the data needed to forward to AMA and the other accrediting bodies.

There will be slides and signage in each session room also reminding this.

#### **General Moderator Guidelines**

- Arrive at the session room ten minutes prior to the scheduled starting time and introduce yourself to the presenters and co-moderator / chair (if applicable).
- A room attendant(s) has been assigned to every session room. This person will help you contact necessary parties to take care of liaison with the audio-visual team, room temperature control, and to assist you and the presenters at any time.
- Inform presenters of the maximum time they have been given. This time can vary depending on the number of papers in the session and the type of session you are moderating – please see the program.

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- For each paper, introduce the author and the title of the paper / presentation.
- In managing the question-and-answer time, please ask questioners to identify themselves and to keep their comments as short as possible to allow the presenters to respond in full.
- ***Please be firm in your request to end the presentation in fairness to all other presenters. Many sessions are running back-to-back with other sessions; some presenters have commitments in concurrent sessions and therefore sessions overrunning can have a significant knock-on effect to the program.***

### **Downloading the ISHA 2024 Conference App**

Please follow the steps below to download and install the Conference App on your Android or Apple smartphones and tablets:

1. Visit the Google Play or Apple App Store on your phone or tablet.
2. Search for 'The Event App by EventsAIR' in the app store and download the application straight to your device.
3. When the app opens, enter the event code isha-2024 and tap 'Submit'.
4. When you first open the app, tap 'Log In' (one time only) to enter your login details, which will be sent to you in advance of the Meeting and be printed on your badge.
5. On first entry you will be asked to set your privacy settings.

### **Questions Via the Conference App**

The audience can ask questions via the mobile App. Each room will have an iPad / tablet, which will enable you to view and address any questions asked via the App. A member of the technical team will be on hand to ensure you are comfortable with the technology.

### **Audience Questions**

There are radio microphones, tabletop mics or aisle microphones in each room for panel discussions and audience question and answer. The room steward(s) are in each room to assist with this process. Some session rooms will have fixed microphones on the table. The technical staff in each room will guide you on the specific set up for each room.

### **Registration**

If you have not yet completed your [registration for the conference](#), we ask that you do so as soon as possible.

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### Session Timings

If sessions are overrunning, we ask you to use your discretion, but be mindful of sessions that are following, and commitments presenters may have in other sessions.

In cases of overrun, we recommend the discussion time and Q & A session will be shortened.

### Abstracts and Faculty Information

If presenters have submitted an abstract and biography, they will be available to view via a link on the ISHA app or via the ISHA conference website.

The website link is: <https://oaandgap.eventsair.com/isha-2024/paper-search>

### Session Recording

All sessions taking place in the Grand Ballroom, Salons II, II, II, IV session rooms (except lunchtime industry workshops unless the sponsors have requested) will be recorded for uploading to the ISHA Education Library, once post event editing has been completed. So, please make sure to let us know if there is any conflict around copyright of images or data within your presentation slides. Please email about any conflicts to [abstract@ishaconference.com](mailto:abstract@ishaconference.com).

### Wi-Fi Information

All session rooms and the exhibition area will have free Wi-Fi access. Each session room will have a wired dedicated internet connection.

### ON SITE CONTACTS

On site, contact either the Technical Manager Rob, who will be based in the Speaker Preview Room, or Nicola, Christine or Steve, the on-site team from ISHA who will be based at the Information Desk in the Capitol Foyer on Level -3 and the PCO Office in Grand Office (Level -3) Caroline, the ISHA Secretariat, can be contacted either on the ISHA Booth in the Capitol Ballroom, or via the Information Desk.

Any questions before the Annual Scientific Meeting email: [info@ishaconference.com](mailto:info@ishaconference.com) or Tel: +44 203 519 9427.

**Thank you so much for your involvement at ISHA 2024. Your involvement has helped us to create a first-class conference.**

Your sincerely,



**Dr Andrew Wolff**  
ISHA 2024 Host Chairman



**Dr Thomas Wuerz**  
ISHA 2024 Program Chairman

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