

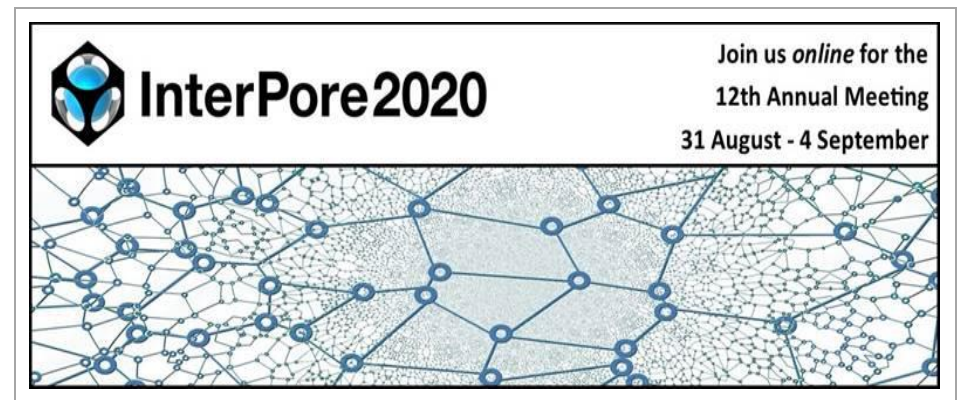
We look forward to welcoming you online!

Welcome! And thank you for volunteering to moderate one of the minisymposia (MS) during InterPore2020. Your role is extremely important in ensuring the success of Q&A sessions, which are the pillars of our online conference. This handbook is a guide for running the online Q&A sessions using Whova and Zoom.

With the adjustment to an online conference there may be some unknowns that come up along the way, please do not hesitate to contact the InterPore Executive Office with questions or comments about this handbook conference2020@interpore.org. We are excited to be working with you and look forward to having a successful conference.

InterPore2020 online 12th Annual Meeting

MINISYMPOSIA Q&A SESSION MODERATOR HANDBOOK



31 AUGUST 2020 TO 4 SEPTEMBER 2020

www.interpore.org/2020



31 August 2020 to 4 September 2020
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Before the Conference:

You will receive from InterPore Executive Office a list of presenters for your Q&A sessions.

Each presenter will be asked to upload a video to Whova for participants to view before the conference live sessions. These pre-recorded presentations will be available to all attendees a few days before the conference, so that everyone can watch them and post their questions before and during the conference.

Please watch videos of all presentations in your session. Please inform us if a presentation is longer than 15 minutes; we will contact authors.

Access the Whova desktop app with the link:

https://whova.com/portal/webapp/inter_202005/

A few days before the Conference:

Please monitor and collect the questions posted via Whova about the presentations in your Q&A session, decide which to ask the presenters during the live event, and group them as much as possible. One day before the live event, please notify the presenters with the planned question(s).

Please prepare questions for presentations that have received too few or no questions at all.

Prepare (a) slide(s) showing the questions to each presenter, as much as possible showing the name of people posing the questions. This is important information.

Live Q&A sessions

Each Q&A session will have a host and two moderators. The host knows everything about Whova and Zoom and will assist you with setting up the zoom session and resolving technical difficulties.

Please log into the session five to ten minutes before the session starts through Whova and check that your microphone and camera are functioning properly. The host will make the two moderators co-hosts; so that they can make anyone a presenter. At the start of the time slot for the minisymposia, the moderator will welcome participants and introduce himself/herself.

The two moderators should have divided the two main tasks between themselves. For example:

TASK 1 - One moderator will give a 5-minute introduction that covers a summary of all contributions of the specific session. This introduction should not exceed 5 minutes and should not be about the moderators independent view but rather a summary of the presentations in that session. To do this effectively, we recommend the moderator to present the summary with a few slides. Once this summary is given, the session will be open to questions and discussions.

TASK 2 – Another moderator, in charge of Q&A part, should summarize the questions received per individual talk, and ask the specific author to answer them. The moderator will read out (and show) the title of each presentation, the names of authors and the affiliation of “presenting” author. This moderator will then read out questions one by one and give the floor to the presenters to answer one by one.

****Be prepared to carry out both tasks if your co-moderator is not able to join the meeting for any reason at the last minute.**

The host starts the recording. The two moderators introduce themselves and inform the attendees that the proceedings are being recorded.

The moderator will monitor the chat box in the Whova app during the session. It would be helpful if the host will also answer any questions pertaining to Whova, Zoom, or conference issues as they arrive in the chat (this would mean that the host would also have to have Whova running on a separate device as the host would log in through Zoom and not Whova).

Once all pre-posted questions are finished and if there is time, you can solicit questions from attendees who are online. The total time of the session is 55 minutes. ***It is extremely important to keep on time.***

At the end of the session, the moderator will thank everyone, and explain to the attendees that those who would like to continue the conversation have the option of contacting the speakers individually through the Whova App text function. The moderator will close the meeting and will turn over the control to the host



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