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**GUIDELINES FOR SESSION MODERATORS**

A session moderator is responsible for the smooth operation and time management of the presentations in their session. Please read the guidelines below for insight on best practices on managing the session.

**PREPARATION**

Please make sure to check the [online program](https://wcn-neurology.com/scientific-program/) or mobile app for the most up-to-date timings and presentation details. Please note, Q&A follows at the end of each session.

**To view your scheduling, please** [**click here**](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.com%2Fv3%2F__https%3A%2Feur02.safelinks.protection.outlook.com%2F%3Furl%3Dhttps*3A*2F*2Fcslide.ctimeetingtech.com*2Fwcn23*2Fattendee*2Fperson*2Fpersons*2Fall%26data%3D05*7C01*7Cjkatz*40kenes.com*7Cc20290a912e94049947d08dabe6a655c*7C3d30e618d92c4b12be882d9347423783*7C0*7C0*7C638031661434301329*7CUnknown*7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0*3D*7C3000*7C*7C*7C%26sdata%3DVppGzpTpzfwJK3geDN6BvCUxtOA7QPDC2ydbnsdoPTA*3D%26reserved%3D0__%3BJSUlJSUlJSUlJSUlJSUlJSUlJSUlJSUl!!K-Hz7m0Vt54!jbhnYPJ5tUucZY6rpb59MuPyAlGwILAf4L3cGeSOkJRJHg6qjU_J9l-hYk6SD5G3g1VA_HCF%24&data=05%7C01%7Cjkatz%40kenes.com%7C9bfad89dfce04d85820708db47309d02%7C3d30e618d92c4b12be882d9347423783%7C0%7C0%7C638182046355825756%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=riq19RHPMrVKdhyruQty80ZMgbSEkGGY%2FU0fHTS1XhQ%3D&reserved=0) **and search for your name in the search bar.**

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Click on your name to view your schedule. By further clicking on the session name, you will be able to view the contents including other presentations and moderators in that session.

• Familiarize yourself with your session's presentations ahead of time. There may be speakers joining live via zoom in your session, please also introduce these for the audience.

• Plan to arrive at your session hall at least 10-15 minutes before the session start time.

**TO BEGIN THE SESSION**

• Introduce yourself and your co-moderator to the audience before the session officially begins, giving the name of the session and asking people to take their seats quickly. Encourage the audience to take front and centre seating.

• Invited speakers and moderators of the session will be seated in the first row of the hall and will make their way to the lectern on stage when it is their time to present and return following their talk.

• A technician will also be seated in the first row of the hall to assist with all technological features taking place during the session. Notify them immediately of any equipment problems.

• Ask people to set all cell phones on silent.

**DURING THE SESSION**

Lecture length: For most sessions its 25mins – see the program for your session. Any additional time leftover in a session should be used for discussion.

• Please interrupt speakers if they exceed the allocated time for their lecture.

• Please have questions prepared for the speakers if none are asked by the in-person audience.

**TO END THE SESSION**

• At the end of the session, kindly thank the presenters and delegates for their participation.

**The WCN23 Scientific Committee thanks you for this important contribution to the success of the congress!**