



## **Free Communications: Moderator & Discussant Instructions**

**71<sup>st</sup> NATA CLINICAL SYMPOSIA & AT Expo, Atlanta, GA  
June 17, 2020 – June 20, 2020**

### **GUIDELINES FOR FREE COMMUNICATION MODERATORS**

#### **Oral Presentation Moderator:**

##### ***Pre-Meeting:***

- Please carefully review the abstracts that will be presented within your session and prepare at least two questions for each speaker to stimulate audience discussion.
- You will receive the abstracts in an email from the NATA office. You may also find the abstracts to be presented during your session in the summer Supplement to the Journal of Athletic Training, which you should be posted electronically the first week of June. If you do not have access to a copy of this publication, please contact Velma Meza (velmam@nata.org or 972-532-8850).

##### ***Pre-Session:***

- Please arrive at your session at least 15 minutes before the scheduled start time. Free Communication sessions will be held at the **Georgia World Congress Center in Rooms 360, 361, 370.**
- A link to the Moderator Packets will be emailed to the moderator(s) they will include a moderator script and a Moderator report.
- Introduce yourself to the speakers, ask them to sit near the front of the room to minimize time between presentations.
- Introduce yourself to the other moderator. This year most sessions will have 2 moderators.
- Assure that all presentations for the session are available to the AV technician for your session. If a presentation is missing, inform the speaker so that the problem can be resolved.
- Remind each speaker to repeat the questions received at the end of their presentation to ensure the audience hears all inquiries.

##### ***Session:***

- Call the session to order and ask the attendees to sit down and move to the front of the room to avoid overcrowding in the back of the room.

- Instruct those asking questions at the conclusion of presentations to use the floor microphones, if available, and to introduce themselves prior to asking the question.
- Introduce each speaker using the name of the first author (presenter). While the speaker is approaching the platform, read the title of the abstract, the coauthor(s), and the institution(s) represented.
- Adhere to the time limits for each presentation and start each presentation promptly at the time scheduled in the program.
- If the scheduled speaker is not present, do not start the next presentation until the assigned time. Speakers and conference attendees rely on the program for the time that a study will be presented. Fill in extra time with discussion, questions for the speakers or a short break.
- If the speaker presents for more than the allotted time, shorten the discussion period to stay on schedule.
- Open the floor to the audience for questions and/or ask the presenter your question(s) regarding their study.
- Once all presentations are complete, **if there is still some time at the end of the session**, invite the session speakers back to the front of the room for a panel discussion. The length of the panel discussion will depend on the number of presentations. If the session has 5 presentations there will likely be no time for discussion. If the session has 5 presentations then there should be time for a 10 – 15 minute discussion. Please use this time to initiate discussion by asking provocative questions. Open the floor to the audience for questions and/or ask the presenter your question(s) regarding their study. This discussion period can be questions directed to any of the presenters or to the audience.
- At the end of the entire session, complete and sign the Moderator Report and email it to Velma Meza at [velmam@nata.org](mailto:velmam@nata.org) or drop it off at the NATA Office, Room B201.

### ***Abstract Presentation Guidelines:***

- The moderator should begin with the moderator script and introduction of the first presenter.
- Each presenter has a total of 10 minutes: 8 minutes for presentation and 2 minutes for audience discussion. **Please note that this is shorter than in prior years.**
- At the conclusion of all presentations if time permits, the moderator(s) may lead a relevant discussion, initiate questions or moderate any questions from the audience.