

American Thoracic Society

International Conference

Instructions for Moderators of RAPiD: Rapid Abstract Poster Discussion Sessions

The session begins with a viewing period. Each author will orally present a very brief summary of their research with the use of 1 PowerPoint slide, which must be submitted prior to the conference. This will be followed by the discussion of the poster themes.

Author oral summaries should be no more than 90 seconds and should preview the data outlined in the posters displayed on the poster boards. These presentations are accompanied by 1 slide per presenter containing the presenting author's name, his/her poster board number and a key piece of data, a summary figure, etc. to briefly summarize the data contained in their poster. The author summaries should be done in rapid-fire style to avoid delays and keep the presentations moving.

BEFORE THE CONFERENCE

1. The primary session moderator will be given online control over the PowerPoint slides submitted by the poster authors.
2. The primary session moderator should prepare 1 opening slide identifying the broad questions/themes for the session to add to the PowerPoint slide deck.
3. The primary session moderator should feel free to re-order the slides to follow any sub-themes identified for discussion.
4. Any poster presenter who fails to submit a slide prior to the session will NOT present.

AT THE SESSION: THE INDEPENDENT POSTER VIEWING PERIOD

1. The moderator should announce the independent poster viewing period.
2. The moderator will ask the poster presenters to stand by their respective posters.
3. At this time, the audience will independently discuss the posters directly with the authors.
 - Suggested time for independent poster viewing is 45 minutes, although the moderator may be flexible with the amount of time allocated to viewing based on the number of posters and how much time they wish to dedicate to the discussion period.

AT THE SESSION: THE AUTHOR SUMMARIES

1. Authors will be requested to line-up in the order of the poster presentations.
2. The primary session moderator will introduce the session and request the audience to hold applause.
3. The moderator will display the first slide identifying the broad questions/themes for the session.
4. The moderator will introduce the first poster presenter by name only and advances to their data slide.
5. The first author/presenter will give a 90-second summary of his/her poster data, stating the hypothesis, a key finding, and its significance to the field (no methodology).
6. When the presenter reaches the 90-second mark, the moderator will stop the presenter and thank him or her.
7. The moderator will then move to the next author/presenter and continue through all the presentations and slides.

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AT THE SESSION: DISCUSSION OF THE THEME(S)

The room will be set up with the focus of the session toward the center of the room so everyone will feel welcome to participate. Wireless microphones will be available to pass among the audience during the discussion.

Moderators should proceed with the discussion period as follows:

1. Briefly outline how the discussion section will proceed.
2. Use the submitted slides from the author summaries to organize the discussion based on themes/models or common findings, etc.
3. Start by asking simple, open-ended questions on a larger issue with the idea of stimulating interaction between the presenters and the audience.
 - These questions should be directed toward a common theme among a sub-group of posters and *not* to a specific presenter.
 - Moderators need to be creative as the success of a poster discussion depends highly on asking questions that stimulate discussion or raise controversy.
 - Prepare by reading the abstracts and talking to co-moderators before the meeting. This will help with formulating great questions.
4. Remember that the details of individual posters should *not* be discussed; just how they relate to the broader question.
 - The introduction to the first question should be brief and the discussion opened rapidly to the larger group.
5. Be aware when one of the questions under discussion has run its course
 - Be ready to move on to the next question.
 - The moderator should ask a new question that is prefaced by a few minutes of remarks on broad poster data.
6. Moderators must allow all those who wish to participate in the discussion time to participate and ask their questions.
7. Moderators should feel free to interrupt any speaker who is occupying a disproportionate amount of time relative to the point being made.
8. At the end of the discussion period, one of the moderators should provide a brief summary.

WHAT NOT TO DO DURING THE DISCUSSION PERIOD

- *Do not* try to monopolize the discussion. The audience should do this.
- *Do not* attempt to review the data of individual posters in any detail. Data from the posters are important to the discussion but should be addressed only as they relate to the larger questions that are raised.
- *Do not* invite each poster author to the microphone to give remarks about his/her poster during the discussion period.
- *Do not* isolate the discussion among a small group of participants. The larger audience should be drawn into the discussion.