September 5 - 8, 2025 • Seattle, WA, USA
Seattle Convention Center

Symposia Chair and Oral Abstract Moderator Instructions for the ASBMR Annual Meeting

Arrival

Please arrive at your session room 15 minutes before the session's start time. An ASBMR staff member or Audio-Visual technician will be on hand to greet you and walk you through the various resources available to you.

Chair and Moderator Role in Assigned Session

- Your role as a session chair or moderator is to make sure that the session starts and ends on time. You can locate the presentation lengths in the meeting's mobile app.
- As a session chair or moderator, you should also help to facilitate questions and answers between the audience and the presenters.

Speaker Introductions

- *Plenary and symposia:* If shared with ASBMR, you can find a speaker bio within the session in the mobile app. Keep the actual speaker introduction limited to 1 minute, announcing their name, affiliation, talk title, and limited background information supplied from the bio.
- *Oral abstract presentations:* It is not necessary to acknowledge each author of the abstract. Again, keep the actual introduction brief, announcing their name, affiliation, and abstract title.

Audio-Visual Technician and Staff Assistance

An Audio-Visual (AV) technician or an ASBMR staff member will be on hand to assist you in the session room. Their role is to familiarize you with the various resources available to you as chair or moderator.

Presentation Management System

The speaker presentations and *Respect the Research* video will be loaded into a computerized presentation management system. When you are ready to begin the session, the *Respect the Research* video will play for the session attendees. After that, the first introduction can be made by the chair and that talk can begin.

Question and Answer Options

Unless a specific panel discussion is listed in the session program, each speaker or oral abstract presenter will have 5 minutes to take questions from the audience at the end of their talk. For instance, if a speaker has 20 minutes listed, they have 15 minutes to present and 5 minutes for questions. Refer to the mobile app for this information.

For the question-and-answer portion of your session, audience microphones are supplied in the session room. One of those microphones will be marked with an Early-Stage Investigator "flag" and the intention is to encourage those early-stage investigator attendees to ask questions during the QA period. Please encourage its use!

The meeting app will be equipped with the ability for attendees to submit questions. There will be a laptop on the head table that will have access to these questions, and the staff, or the AV technician, can walk you through how to use this feature. It's suggested that one chair/moderator handle the live question/answer in the room while the other chair handles the app questions for the speakers to answer.

ADA Seating
ADA will be available in the session room, and we ask that you announce it in the beginning of the session.

When the session begins, and before the first speaker begins to present, please make the following announcements:

Early-Stage Investigator Microphone
There is an Early-Stage Investigator microphone marked as such for the early-career attendees to utilize so they feel empowered to contribute to the scientific discussion. Please feel free to use it.

Moderator QA through the Mobile App
Also, another option to ask questions is to submit them through the mobile app by clicking the session and the *Submit Your Question* button. As the questions-and-answers period proceeds, the chairs/moderators will share the submitted questions with the speakers for answers.

ADA Seating
ADA Seating is available. Please leave these seats open for those that need them during our session today.