

Instructions for Moderators and Evaluators of Platform Presentations

General Information:

- The Platform Presentation Program consists of five major sessions
- Sessions are divided into 5-9 presentations (13 concurrent presentations on Thursday, 9 concurrent on Friday, in separate rooms), each lasting a total of 20 minutes. This time allotment includes the presentation, questions and answers and evaluation.
- Moderators and evaluators will be assigned to a specific room for an entire session.
- Moderators and evaluators should be familiar with equipment operation! Be prepared for equipment problems. If you are unable to resolve a problem, use the hotel's house phone in the room and ask the operator to contact the AV support person. Provide a brief description of the problem to the operator so it may be conveyed to the support person. The support person will come to your location to correct the problem.

Moderators:

Prior to the first presentation of the session

- Familiarize yourself with the names of the residents and titles of the presentations in your session
- Arrive early and sit at the front of the room
- Discuss the session "plan" with evaluator
- Obtain the computer CD or USB stick from the first presenter (you may upload multiple presentations on the laptop if presenters are available early enough)
- Check to see that equipment is working properly
- Adjust the room lights as needed

Prior to each resident presentation

- Introduce yourself and evaluator with your names and places of employment
(**Example:** Welcome to session II of the Eastern States Residency conference. My name is Jane Smith and I am the Residency Program Director at XYZ Medical Center in Hershey, PA. I will be the moderator for this session. John Doe, the Director of Pharmacy at ABC Medical Center in Baltimore, MD will be the evaluator for this session.)
- **Request that all participants disable all electronic communication devices**
- Tell attendees to complete evaluations and return them to the evaluator following the presentation
- Introduce the resident presenter (confirm correct pronunciation of his/her name prior to introduction) with their name, place of employment, and title of presentation
(**Example:** Dr. David Jones from the University Hospital in Providence, RI will present "A retrospective analysis of DVT prophylaxis at a tertiary care medical center")

Other responsibilities:

- **KEEP SESSIONS ON TIME! DO NOT START EARLY OR LATE.**
- **Platform presentations are allocated 20 minute time periods;** however, each presentation is not allowed more than 15 minutes which includes time for review of the self-assessment slide and questions. The remaining 5 minutes allows the resident an opportunity to meet with the evaluator and for the changing of speakers
 - Give a one-minute "warning" to presenter at the 11-minute mark. A colored index card will be provided for this warning. At this point the presenter should wrap up and allow for questions
 - Stop the presenter if they are not completing their wrap up comments at 12 minutes.
- Ensure that presenter is asked at least one question
- At the 15 minute mark, end the Q&A and thank the presenter and audience for attending. Instruct attendees to complete their evaluations, separate and return to the evaluator.

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Evaluators:

Prior to the first presentation of the session

- Familiarize yourself with the abstracts for presentations in your session
- Review the format of evaluation form
- Arrive early and sit at the back of the room; near the door if possible
- Discuss the session “plan” with moderator
- Be prepared to call for equipment problems that are unable to be resolved. Use the hotel’s house phone in the room and ask the operator to contact the AV support person. Provide a brief description of the problem to the operator so it may be conveyed to the support person. The support person will come to your location to correct the problem.

Prior to each presentation:

- Distribute the evaluation forms to all attendees

Other responsibilities:

- Assist the moderator in **KEEPING THE SESSION ON TIME!**
- Be prepared to ask the presenter a question if no questions are forthcoming from the audience
- Allow time for attendees to complete evaluation forms
- Collect evaluation forms and scan forms to identify specific comments

Evaluating the Presentation:

- The goal of the evaluator session is to provide constructive comments to the presenter based on your (and perhaps the audience) observations
- **Begin and End with Positive Statements.** (e.g., “Your project topic is very timely in pharmacy.....”; “Your visual aids were good and helped the audience focus on you’re your results”; “Your enthusiasm for this project was evident, your voice projected well and you kept the audience engaged.” etc.)
- **Provide the presenter with something that they could improve upon.** (e.g. “Your presentation ran short of the time allotted for your presentation, practicing with a timer will help to prevent this in future presentations.”; “Your eye contact did not demonstrate you were engaged with all areas of the audience. Make a point to look at different areas of the audience throughout your presentation.”; “You had trouble answering questions from the audience. Although you may not be able to anticipate every question that may be asked, practicing in front of your peers before presenting and hearing their questions may help you prepare for the actual presentation questions.”)
- **Wrap up with a positive statement** (see above)
- Provide presenter with their copy of the audience evaluation forms
- Ensure that you complete the evaluate within the allotted time (5 minutes) to keep the session on time