Dear Moderators,

Thank you very much for accepting your participation as moderator for the upcoming 4th International Developmental Pediatrics Association Virtual Congress.

This e-mail intends to inform you on the guidelines for moderating the Keynote presentation session.

Your session will start at the designated time and designated room that has been previously sent to you in the invitation e-mail.

Please check your time zone and locate the session you will moderate on the program at https://sciencepro.me/idpac-4.html.

Three (3) moderators will be assigned for each keynote presentation with specific roles to assume as stated below.

HOW TO JOIN THE SESSION:

1. All moderators should register for the 4th IDPA Virtual Congress using the following registration link: https://us06web.zoom.us/meeting/register/tJAqd--grjIuGNfOX9uW1DVAQ1nvPJUYWOar.
2. It is desirable that you provide us with your telephone number that we will use reach out to you in case there are last moment changes. If you use this number for WhatsApp messaging, we can also put you in a group with co-moderators and a person from the event organizer team for instant messaging. In either case, please do check your e-mails regularly for any updates on your session.
3. All keynote speakers and moderators should log-in 20 to 30 minutes before the actual session and should stay for the entire duration of the keynote presentation.
4. Once logged-in, SciencePro personnel will coordinate with speakers and moderators and put everyone on stand-by. SciencePro personnel will then give moderators the access to open their cameras and mic during the session.
5. SciencePro personnel will cue everyone on the start of the session upon which everyone should be available, but with microphones muted and videos turned off until further advised.
6. Kindly request to use headphones to minimize background noise.

ROLES OF THE MODERATORS:

Moderator 1
- Will be first to address the audience. He/ she will briefly introduce self.
- Before introducing the speaker, he/she will advise the audience to type their questions in the Questions-and-Answers (Q&A) box located at the bottom of their screens, and which will be answered by the speaker during the Q&A portion at the end of the presentation.
- Will be responsible for introducing the Keynote speaker. Keynote speaker biographies are available at https://sciencepro.me/idpac-4.html.
- Will turn mic off after the introduction and keep video on.

Moderator 2

- He /she will enter the frame after the keynote speaker's presentation.
- Will thank the speaker for the presentation
- Will briefly introduce self as moderator for the Q&A segment.
- Will be responsible for the Q&A segment that follows the keynote presentation
- Will note and screen all questions in the Q&A box as they are posted and ready these for asking during the Q&A segment.
- Will conduct the Q&A session for a maximum duration of ten (10) minutes.
- Will introduce Moderator 3 for the summation and additional announcements.
- Will turn mic off after the introduction and keep video on.

Moderator 3

- He /She will be responsible for thanking the speaker and audience for their participation during the Q&A.
- Will wrap up and close the session by giving a summation of the session's salient points. Three (3) minutes will be allotted for this segment.
- Will also be responsible for delivering additional announcements for the audience such as regarding 5 minute break after the session and subsequent events of the day.

For smooth conduction of the session we kindly request you to pre-assign the roles among yourselves days before the congress, as follows: Introductions, Q&A, and Summation.

If for any reason you will not be available to join the session you have agreed to moderate, please contact us at idpa@sciencepro.me the soonest and also notify co-moderators of your absence.

Please refer to the attached list of moderators and speakers for the entire congress and their respective e-mails.
Kindly request to send your questions to idpa@sciencepro.me,

P.S.: A practice/testing session will take place on Monday, November 29th 2021 and Wednesday, December 1st, 2021 between 9:00 am (Beirut Time - UTC+2) and 6:00 pm (Beirut Time - UTC+2). Please advise about the convenient time for you to log in to book it accordingly.

The link to join the testing on both days is:

https://us06web.zoom.us/j/84140848347

Meeting ID: 841 4084 8347

Looking forward to a successful meeting!