

4th International Developmental Pediatrics Association Congress المؤتمر الرابع للجمعية الدولية لطب الأطفال التنموي



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 Panel Sessions.

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 panel 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--grjluGNfOX9uW1DVAQ1nvPJUYWOar>.
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 panelists and moderators should log-in 20 to 30 minutes before the actual session and should stay for the entire duration of the panel presentation.
4. Once logged-in, Sciencepro personnel will coordinate with speakers/panelists 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.
- Will be responsible for introducing the session objectives and introduce the panelists. Panelist biographies will be provided to you prior your sessions.
- He/she will advise the audience to type their questions in the Question-and-Answer (Q&A) box located at the bottom of their screens, and which will be answered by the panelists during the Q&A portion at the end of ALL the presentations.
- Each panelist will be introduced prior to their 15-minute presentation.
- Moderator should thank each panelist before introducing the next and will remind the audience that questions will be answered after all the presentations.

Moderator 2

- He /she will briefly introduce self.
- Will be responsible for the Q&A segment towards the end of the session.
- Will serve to note and screen all questions in the Q&A box as they come in during the subsequent presentations and ready these for asking during the Q&A segment.
- Will conduct the Q&A session at the end of all presentations for a maximum duration of twelve (12) minutes.
- Will introduce Moderator 3 for the summation and closing.



Moderator 3

- He/ She will briefly introduce self.
- Will be responsible for giving a summation of the session's salient points to wrap-up the session. Three (3) minutes will be allotted for this segment.
- Will be responsible for thanking all speakers and audience, before closing the session.
- Before closing the session, this moderator will give brief guidance to the attendees about the transition to the next item on the congress program. The details will be provided prior your session.

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 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!

