

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 Research/Model-Program oral presentation 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>.

Two (2) moderators will be assigned for each room 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 presenters and moderators for the day should log-in 20 to 30 minutes before the actual session and should stay for the entire duration of the research/program oral presentation.
4. Once logged-in, Sciencepro personnel will coordinate with presenters 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 introduce self-briefly.
- Will be responsible for introducing the session objectives and rules.
- Will tell that each prerecorded presentation will last for 8 minutes (the presentation will be screen-shared by the event organizer).
- A five (5) minute Questions-and-Answers (Q&A) segment will immediately follow each oral presentation.
- Will advise the audience to type their questions for the presenter in the Q&A box located at the bottom of their screens.
- Will introduce Moderator 2 briefly and turn over the proceedings to Moderator 2 for the actual presentation and Q&A.
- Will help Moderator 2 monitor the questions being posted in the Q&A box while the Q&A is ongoing.
- Will help keep track of the five-minute Q&A time limit.
- Will be responsible for closing the session at the end of all presentations and delivering any additional announcements for the audience.



Moderator 2

- Will be responsible for briefly introducing each presenter and cue the SciencePro personnel to start sharing the prerecorded presentation. The schedule of presentations, their titles and presenting authors, and country of the author/s is in the attachment.
- Will also be responsible for conducting the Q&A segment after each presentation.
- Will monitor the questions being posted in the Q&A box after each presentation
- Will make sure that Q&A segment for each presenter is kept within five (5) minutes.
- Will hand over the closing of the session back to Moderator 1.

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

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 your co-moderator 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!

