



13 - 15 OCTOBER, 2022  
GLASGOW, UK

## GUIDELINES FOR SESSION MODERATORS / SESSION CHAIRS

Dear Moderators and Session Chairs

We are very much looking forward to welcoming you to Glasgow for the ISHA 2022 Annual Scientific Meeting. As the conference dates are approaching, we would like to provide you with some information relating to the sessions you are moderating / chairing during ISHA 2022.

### Session Overview

The following link will give you access to the [latest programme overview](#):

You will see that this details the final information on:

- Allocated session room
- Final session timings
- Details of your co-moderator / chair (if applicable)
- Details of the presenters in the session, including allocated presentation times

**During the session, we recommend that you use the conference mobile app to follow the programme and presenter order as this will have the most complete and up to date programme information.**

**There will be an iPad at each chair's table to enable you access the app and view any questions being posted within the app during the session.**

If you have any questions relating to this information, please email [info@ishaconference.com](mailto:info@ishaconference.com)

### Room Set-up

- All session rooms are set up with a top table and presentation lectern. Where there are larger panel discussions there will be moveable chairs to accommodate all faculty
- Session title slides will appear on the screen at the beginning of each session
- Each session room has an assigned technician and room steward(s) to support you in each room. Please make yourself known to them and they will help familiarise you with the set up in each room as this may differ slightly from room to room.
- There will also be either radio microphones or aisle microphones in each session room for audience members to also ask questions during discussion time in addition to the ability to ask question via the app.
- Each room will have a timer with traffic lights which can be operated by the session chair(s) to help keep speakers to time.

### ISHA 2022 Executive Office

T: +44 (0)20 3519 9427 (Mon - Fri Business Hours GMT)

[www.ishasoc.net](http://www.ishasoc.net) [info@ishaconference.com](mailto:info@ishaconference.com)

ISHA 2022 Annual Scientific Meeting Limited

Registered Office Address: c/o TC Group, The Courtyard, Shoreham Road, Upper Beeding, Steyning, West Sussex, BN44 3TN, United Kingdom  
Company Registration Number: 13364864 VAT Number: 411 2534 47



**13 - 15 OCTOBER, 2022  
GLASGOW, UK**

- Presenters have been asked to upload their presentations ahead of the session via the speaker preview room which is in Hall 1 at the SEC Congress Centre. These will then be networked into the session room for each session. If any presenters arrive at the room and haven't uploaded their presentation in advance, please direct them to the room technician who can assist. Presenters may use PPT or Keynote for their presentations, but we recommend that that speakers do not connect their own laptops / MacBooks, as this will take time that is not factored into the programme schedule.

#### **Disclosure of Conflict of Interest**

Please could remind presenters to comply with CME accreditation, they are required to disclose to the audience any conflict of interest in their presentation should one exist. Presenters have been notified directly of this and have been asked to include a slide in their presentation as a first slide after their title slide.

#### **CME Credits – Survey Completion**

Please could remind the audience if they wish to accrue CME credits, they are required to complete the short post session survey after each session they attend. This is accessible via the app and will act as a tracker and provide the data needed to forward to the accreditation body. There will be slides and signage in each session room also reminding this.

#### **General Moderator Guidelines**

- Arrive at the session room ten minutes prior to the scheduled starting time and introduce yourself to the presenters and co-moderator (if applicable).
- A room attendant(s) has been assigned to every session room. This person will help you contact necessary parties to take care of liaison with the audio-visual team, room temperature control, and to assist you and the presenters at any time.
- Inform presenters of the maximum time they have been given. This time can vary depending on the number of papers in the session and the type of session you are moderating. For those moderating oral abstract podium sessions, presenters have been advised in their guidelines to present for 10 minutes and there is a joint panel discussion.
- For each paper, introduce the author and the title of the paper / presentation.
- In managing the question-and-answer-time, please ask questioners to identify themselves and to keep their comments as short as possible to allow the presenters to respond in full.

#### **ISHA 2022 Executive Office**

T: +44 (0)20 3519 9427 (Mon - Fri Business Hours GMT)

[www.ishasoc.net](http://www.ishasoc.net) [info@ishaconference.com](mailto:info@ishaconference.com)

ISHA 2022 Annual Scientific Meeting Limited

Registered Office Address: c/o TC Group, The Courtyard, Shoreham Road, Upper Beeding, Steyning, West Sussex, BN44 3TN, United Kingdom  
Company Registration Number: 13364864 VAT Number: 411 2534 47



13 - 15 OCTOBER, 2022  
GLASGOW, UK

- ***Please be firm in your request to end the presentation in fairness to all other presenters. Many sessions are running back-to-back with other sessions, some presenters have commitments in concurrent sessions and therefore sessions over running can have a significant knock-on effect to the programme.***

### **Downloading the ISHA 2022 Conference App**

Please follow the steps below to Download and Install the Conference App on Your Android or Apple Smartphones and Tablets:

1. Visit the Google Play or Apple App Store on your phone or tablet.
2. Search for 'ISHA2022' in the app store and download the application straight to your device.
3. When you first open the app, you will be prompted (one time only) to enter the following login details and pin number. Your individual login info will be sent to you ahead of the conference and printed on the reverse of your name badge.

### **Questions Via the Conference App**

The audience can ask questions via the mobile App. Each room will have an iPad which will enable you to view and address any questions asked via the app. A member of the technical team will be on hand to ensure you are comfortable with the technology.

### **Audience Questions**

There are radio microphones, tabletop mics or aisle microphones in each room for panel discussions and audience question and answer. The room steward(s) are in each room to assist with this process. Some session rooms will have fixed microphones on the table. The technical staff in each room will guide you on the specific set up for each room.

### **Registration**

If you have not yet completed your [registration for the conference](#), we ask that you do so as soon as possible.

### **Session Timings**

If sessions are over running, we ask you to use your discretion but be mindful of sessions that are following, and commitments presenters may have in other sessions.

In cases of overrun, we recommend the discussion time and Q & A session will be shortened.

### **ISHA 2022 Executive Office**

T: +44 (0)20 3519 9427 (Mon - Fri Business Hours GMT)

[www.ishasoc.net](http://www.ishasoc.net) [info@ishaconference.com](mailto:info@ishaconference.com)

ISHA 2022 Annual Scientific Meeting Limited

Registered Office Address: c/o TC Group, The Courtyard, Shoreham Road, Upper Beeding, Steyning, West Sussex, BN44 3TN, United Kingdom  
Company Registration Number: 13364864 VAT Number: 411 2534 47



13 - 15 OCTOBER, 2022  
GLASGOW, UK

### Abstracts and Faculty Information

If presenters have submitted an abstract and biography, they will be available to view via a link on the ISHA app or via the ISHA conference website.

The website link is: <https://oaandgap.eventsair.com/isha-2022/paper-search>

### Session Recording

All sessions taking place in; the Lomond Auditorium, Alsh, Boisdale, Carron, and Dochart session rooms (except lunchtime industry workshops unless the sponsors have requested), will be recorded for uploading to the ISHA Academy, once post event editing has been completed. We are also seeking CME accreditation for the online content which will enable ISHA members to also see content in parallel sessions which they may have been unable to join in person and increase the CME points they can obtain.

### Wi-Fi Information

All session rooms and the exhibition area will have free Wi-Fi access. This is the SEC open network, there is no specific ISHA Network and no password required. Each session room will have a wired dedicated internet connection.

Any questions before the Annual Scientific Meeting email: [info@ishaconference.com](mailto:info@ishaconference.com) or Tel: +44 203 519 9427.

### Onsite Contacts

Onsite, contact either the Technical Managers Lois and James who will be based in the Speaker Preview Room, or Nicola, Angela and Leslie, the onsite team from Open Audience who will be based in the PCO Office behind Registration in Hall. Caroline, the ISHA Secretariat can be contacted either on the ISHA Booth in Hall 2, or via the Registration Desk.

**Thank you so much for your involvement at ISHA 2022, your involvement has helped us to create a first-class conference.**

Your sincerely,



**Mr Vikas Khanduja**  
ISHA 2022 Scientific Programme Chair



**Mr Sanjeev Patil**  
ISHA 2022 Local Host Chair

### ISHA 2022 Executive Office

T: +44 (0)20 3519 9427 (Mon - Fri Business Hours GMT)

[www.ishasoc.net](http://www.ishasoc.net) [info@ishaconference.com](mailto:info@ishaconference.com)

ISHA 2022 Annual Scientific Meeting Limited

Registered Office Address: c/o TC Group, The Courtyard, Shoreham Road, Upper Beeding, Steyning, West Sussex, BN44 3TN, United Kingdom  
Company Registration Number: 13364864 VAT Number: 411 2534 47