



## 2017 ACHNE Moderator Guidelines

### Preparation for Moderators:

- Pick up your **time cards from Registration Desk** prior to your session.
- Plan to be in your room 15 minutes in advance of the beginning of the session.
- Meet all presenters prior to beginning the session, check names/presentation information, and check presentation loading/audio-visual setup. Laptops with LCD projectors will be available in each room. For quick transitions, have each presenter download their presentations to the desktop.
- **Give a brief introduction of the presenters.** Presenters can expand on their introductions during their presentations.
- **Read** the ANCC required moderator script for each presenter.\* (Below)
- **Concurrent sessions run 50 to 75 minutes.** Each presentation is allocated a total of 15-20 minutes, depending on the length of the session and number of presenters for the total time allotted for the concurrent session you are assigned to. Do your best to keep the session on time and let the presenter(s) know when one-half of their time allotment has elapsed. **Use the time cards\*\* (i.e. 5 minutes or 2 minutes remaining, and stop)** to notify presenters when their time is expiring. In fairness to all presenters, please adhere to the time limits. **During transition time, you can allow 1 or 2 questions.** However, hold most questions until the end of the session when all presentations are completed. Only a few minutes **(2-3 minutes) are allocated for transition to subsequent presenters.** If the session stays on time, adequate time is available for more discussion.
- **Symposia Sessions** provide presenters with **75 minutes total time. Notify presenters when 15 minutes remain** (60 minutes has elapsed )to allow time to wrap-up and **for questions.**
- **Poster Presentations and Small Group Discussions provide presenters (7 – 8 presenters) with 75 minutes total time.** For **7 posters allow 9 minutes each poster including** questions/discussions. For **8 posters allow 8 minutes each poster including** questions/discussions. There will be **approximately 10 minutes at the end for additional questions/discussion.**

### Announcements at the Start of the Session:

- Please **see below and read the Moderator Script** (may also be on a separate sheet) for the pre-session announcement. This is required by the CEU providers and ANCC. In addition, please **remind participants to complete the overall evaluation for the conference as part of our professional accountability for ongoing program planning and evaluation.**

## Ending the Session:

Our goal is to retrieve copies of all the presentations by the time the meeting closes at 12:30 p.m. on Saturday, June 10th, 2017. Therefore, please **upload all presenters' presentations to the supplied thumb drive in your room, and validate with the presenters the following:** that, as an accepted presenter:

- **They have** been informed and have **accepted to provide us a copy of their presentation**, where **it will be posted to the ACHNE "Members-Only" section of the website.** Remind presenters that their presentations will be **posted in PDF format only.**
- Please make sure that the presenter's contact information is on the first or last slide.
  - If a presenter chooses not to make their presentation available, they can delete it from the desktop at the end of the session.
- **After the session is over**, moderators should:
  - **Upload** all presentations and supplemental materials from the desktop onto the provided flash drive.
  - If you are a moderator **for Friday morning sessions (8:30-9:45 a.m. or 10:15-11:30 a.m.)** or Saturday morning (8:30-9:45 a.m.), **leave the flash drive for the next session.** However, if you are moderating a session **for Friday, 3:00-4:15 p.m. or Saturday, 10:15-11:05 a.m.,** at the end of your session, **return the flash drives with the uploaded presentations to the registration desk.**
  - **Prepare for next session** and/or **secure equipment** if no session to follow.
  - **Pick up** any materials used during this or other sessions and return to the Registration Desk.

## Moderator CEU Required Script:

Moderators are required to read the following statements prior to the start of each learning activity. Learners must receive the required information prior to the start of the activity. Information provided in a print, electronic, or web-based format must be visible to the learner prior to the initiation of the educational activity. In live activities, required disclosures must be provided prior to the start of the activity. ***When oral disclosures are made, a written copy of the disclosures must be placed in the activity file and have someone in the audience sign that the disclosures were made.*** Required **disclosures may not occur or be located at the end** of the educational activity.

***Moderators: Please read the following script points (1-6) to the participants in the session prior to the first speaker beginning the session. Please do not count the time needed to read through the script against the time allotted for the speakers. Thank you!***

1. This continuing nursing education activity is approved by the Alabama State Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.
2. Continuing nursing education credit will be awarded for the actual time spent in conference educational activities. Participants must attend 100% of the activity and complete an evaluation form to earn contact hours.
3. Participants will be sent their evaluation document via email approximately one week after the conference. The deadline for submitting a completed evaluation form will be July 30, 2017.
4. ACHNE participated in planning this activity.
5. No conflict of interest exists for any individual in a position to control the content of this learning activity.

## Onsite Questions:

If you have any questions or concerns, please **contact Ann Crosse, Administrative Manager, at 720-881-6114** or [amcrosse@kellencompany.com](mailto:amcrosse@kellencompany.com). The Registration Desk will serve as the central location for questions while onsite. If you have any conflict and will not be able to moderate, please let the Registration Desk know as soon as possible.