

## DO's and DON'Ts for MODERATORS

1. Remind speakers in the session that all commercial product discussion and/or financial interests must be disclosed to the audience **at the beginning of the presentation**. See AAFS' Commercial disclosure policy below.
2. Advise audience members to turn off their cell phones and pagers while attending the session as a courtesy to others
3. All papers should start on time and finish on time so that there can be free flow of people between the various sections and disciplines.
4. Familiarize yourself with the errata sheet included in your registration packet and announce any changes affecting your session with your introduction.
5. The 15 minutes speaking time is not absolute. At the discretion of the moderator, the speaker can be allowed to stay a little over that time but moderators MUST then be prepared to stop the speaker later, by passing a note saying "one minute left" or by saying "will you please draw your remarks to a close," or in extreme, by getting up and walking over to the speaker (!) but the next speaker MUST start on time; Absolute total: - 20 minutes including questions.
6. Questions are of course normal conference procedure but only if there is time. It may be necessary to say "I can only allow one question" or "I'm sorry there is not time for questions but Dr. X will be pleased to talk with anybody afterwards."
7. Absent Speakers. If a speaker does not report for his/her assigned presentation, there should be no temptation to allow a later speaker to start early. Attendees will be coming to hear a speaker at the listed program time. **In no instances will allowing the substitution of a short unscheduled presentation be acceptable. Doing so would jeopardize the continuing education credits for the session. AAFS Staff will review the Moderator Report Form to ensure compliance of the above procedures.** Any spare time can be used up by (a) allowing further questions to previous speakers, or (b) declaring a coffee break. **Document "no show" on the attached moderator form.**
8. Please introduce speakers as you wish especially if you know them personally.
9. AAFS has assigned a volunteer to help in the session. The volunteer should introduce themselves to you and may ask you to sign a form indicating they have made themselves available to you in the session. The volunteer will be able to contact AAFS staff office should you need audio visual or any other assistance.

Try to meet all your speakers the day before or at a social meeting and emphasize the restrictions you have imposed on time limits.

Thank you for taking on the job! Sadly, it has to be said that if there is bad time-keeping at a conference, people blame the MODERATOR not the speakers.

### **AAFS Commercial Disclosure Policy**

It is the policy of the American Academy of Forensic Sciences to ensure balance, independence, objectivity, and scientific rigor in all its educational activities. As an accredited provider of Continuing Medical Education, the American Academy of Forensic Sciences asks speakers to disclose any real or apparent interest they may have as related to the content of their presentations **prior to the start of their presentation**. The existence of commercial or financial interests of speakers related to their presentations should not be construed as implying bias or decreasing the value of their presentations. However, disclosure should help participants form their own judgments.

Additionally, AAFS requires disclosure of the discussion by name of any commercially copyrighted (©), registered (®), or trademarked (™) products or companies. AAFS' commercial disclosure requirement **is not** limited to the recommendation of a product/company or financial gain from the manufacturers but also the mention of a specific trademarked, registered, or copyrighted product or company. Therefore, if it is pertinent that the name of the product/company be mentioned, even as a reference, then the speaker must make the disclosure to AAFS so that the information is provided to the attendees in print in the Final Program. Additionally at the start of the presentation, each speaker must advise the audience of his/her intention to discuss any of the above mentioned items.

Also required to be disclosed is the discussion of unapproved (unlabeled) uses of pharmaceuticals/medical devices and ongoing research (preliminary) data. These discussions must also be disclosed to the audience prior to the start of the presentation. Failure to make an accurate disclosure on your presentation may jeopardize the continuing education credits for the session.

