

## 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. Also advise attendees to locate the nearest exit in the room.
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. Moderators **MUST** be prepared to stop the speaker, 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.
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 a "no show" on the reverse side's 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! Regrettably, 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.

Authors may submit and make presentations with specific references to non-health care-related products and services without disclosure of each product name; however, only in the context of describing a scientific methodology, case-related information, or the source of a sample (e.g., Dacron® fibers, Glock® rifling, 3M® tapes, Ford® Explorer®, explosive formulations, coating materials, etc.). It is appropriate for those products to be specifically identified since they are relevant to the scientific results or cases and these references are exempted from the disclosure requirement.

Exceptions to the "requirement to disclose" pertain to the discussion of health care-related products and services by speakers employed by the same entity as well as the discussion of all pharmaceutical products. Trade and commercial names of pharmaceuticals are prohibited in both abstracts and presentations, and only the generic product name can be used. As an example, pharmaceuticals such as Ambien® must be changed to its generic designation of zolpidem in all references.

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.

# MODERATOR'S INSTRUCTIONS AND REPORT FORM

**General Instructions:**

1. Routinely announce abstract/presentation number and advise attendees to look for the nearest exit in the event of an emergency.
2. **Complete this form and turn it in to the on-site AAFS Staff Office at the completion of the session you moderate. AAFS uses this Moderator Report Form to document your participation as a moderator. Should you decide not to turn in this form, AAFS will not confirm you participated for membership purposes.**

Moderator's Name: \_\_\_\_\_

AAFS Section: \_\_\_\_\_

Room Name: \_\_\_\_\_

Session Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Rough count of number of attendees: **At Start of Session:** \_\_\_\_\_ **At End of Session:** \_\_\_\_\_

<b>Lighting:</b>	<input type="checkbox"/> No problem	<input type="checkbox"/> Problems (specify)	
<b>Seating:</b>	<input type="checkbox"/> Adequate	<input type="checkbox"/> Not adequate (specify)	
<b>Temperature:</b>	<input type="checkbox"/> Comfortable	<input type="checkbox"/> Not comfortable (specify)	
<b>Audio/Visual Equip:</b>	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not acceptable (specify)	
<b>Room Layout:</b>	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not acceptable (specify)	
<b>Noise Level:</b>	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not acceptable (specify)	

Indicate any problems worthy of note:  
*attach additional pages as needed*

**Evaluate Specific Presentations:**

Presentation #* <small>*REQUIRED (e.g., B1, G112)</small>	Evaluation (1=poor, 5=excellent) <small>(Circle appropriate response)</small>	Met stated objectives? <small>(Circle appropriate response)</small>	Financial/Commercial Interests Disclosed? <small>(Circle appropriate response)</small>
	Delivery: 1 2 3 4 5 Visuals: 1 2 3 4 5 Content: 1 2 3 4 5	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cancelled/Withdrawn <input type="checkbox"/> No show	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Delivery: 1 2 3 4 5 Visuals: 1 2 3 4 5 Content: 1 2 3 4 5	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cancelled/Withdrawn <input type="checkbox"/> No show	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Delivery: 1 2 3 4 5 Visuals: 1 2 3 4 5 Content: 1 2 3 4 5	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cancelled/Withdrawn <input type="checkbox"/> No show	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Delivery: 1 2 3 4 5 Visuals: 1 2 3 4 5 Content: 1 2 3 4 5	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cancelled/Withdrawn <input type="checkbox"/> No show	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Delivery: 1 2 3 4 5 Visuals: 1 2 3 4 5 Content: 1 2 3 4 5	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cancelled/Withdrawn <input type="checkbox"/> No show	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Delivery: 1 2 3 4 5 Visuals: 1 2 3 4 5 Content: 1 2 3 4 5	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cancelled/Withdrawn <input type="checkbox"/> No show	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Delivery: 1 2 3 4 5 Visuals: 1 2 3 4 5 Content: 1 2 3 4 5	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cancelled/Withdrawn <input type="checkbox"/> No show	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A