

Information for moderator

Before the Conference:

- Be sure to check the schedule so you know when to be in the concert hall for the session.
- All speakers will upload their slides/PowerPoint Presentations one week before the conference. Technical support ensures that the presentation is visible on the screen.

Sessions:

- When the session starts, the moderator, will introduce the speaker and welcome them to the stage.
- During the session, the moderator will keep track of the time and distribute the speaking time evenly between the speakers. Ensure that there is time for Q/A after each speaker.
- Questions to the speaker are asked in the conference app under "Ask the speaker a question". The moderator distributes the questions to the speaker after each speech. In the case of many questions, the moderator chooses which questions are addressed.
- Some of the sessions are based on national reports, but not all of them. If this is the case and national reporters want to comment more than what is possible via the app, the moderator can welcome the national reporter on stage.

Technical support:

Technical supports are available during the entire conference.

- There are 4 headsets and 6 microphones in the concert hall.
- A lectern is available.
- A clicker is provided at the lectern to operate the presentation.
- At the edge of the stage, there is a TV screen that shows mirroring of the projector.