

## INSTRUCTIONS FOR MODERATORS

Thank you for being one of the moderators at the International Symposium on Non-Communicable Diseases.

The moderator will be responsible for moderating the session and has the following responsibilities:

- Please arrive at the seminar room at least **15 minutes** prior to the start of your session and reconfirm the attendance of the speakers
- Please check in the Agenda if in your session there is a speaker who will present on-line through zoom.
- The moderators will moderate in Albanian language
- There will be simultaneous translations (with equipment) in Albanian, English and Serbian languages
- Before the session, please check with the technician if all the PowerPoint presentations are placed on the computer
- A technician is available in every seminar room to provide technical assistance when needed
- At the beginning of the session, please welcome the participants, introduce yourself, and introduce each speaker before their presentation
- If there is a speaker who will present on-line, before their presentation introduce the speaker and inform the audience that the speaker will present on-line
- At the beginning of the sessions, the Moderator should remind the audience that **they can ask questions at the end of the session**
- The moderator should mention that for participants on-line they can ask questions through chat box in zoom and their questions will be addressed during the discussion session
- Please monitor the time of each speaker during their presentations. Keynote speakers have a maximum of **30 minutes**. Speakers in "Parallel sessions" have a maximum of **15 minutes**.
- Monitor the time with a **timer** through your phone and set up it so that it "beeps" once the speaker reaches their assigned allocated time
- If the speaker is **overtime**, please remind them that their time is up
- There will be **15 min** facilitated discussion after each session, where you will moderate the discussion
- At the end of all the presentations, for the discussion session, please invite the speakers to be seated at the panel
- After the questions from the audience, please read the questions from the chat box in zoom from participants on-line
- The technicians will be in the room to circulate and provide the microphone to participants in the seminar room
- Keep track of the time and close the session on time

