

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
- 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
- At the beginning of the sessions, the Moderator should remind the audience that **they can ask questions at the end of the session**
- Please monitor each speaker, where they have a maximum of **15 minutes** for a presentation
- Monitor the time with a **timer** through your phone and set up it so that it "beeps" once the presenter reaches 15 min
- If the speaker is **over 15 minutes**, 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
- If there are no questions, please be prepared to ask the speakers at least 1-2 questions to initiate the discussion
- 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

