



**INTERNATIONAL CONFERENCE ON  
FAMILY PLANNING**  
PATTAYA CITY, THAILAND • 14-17 NOVEMBER 2022

## **Guidelines for Session Moderators**

Thank you for accepting to serve as moderator at the 2022 International Conference on Family Planning that will be held at the Pattaya Exhibition and Convention Hall (PEACH) from November 14 -17, 2022! We are looking forward to more than 1500 presentations in 200 oral, 33 flash, and 6 poster presentation sessions scheduled on the program. To best prepare for your role as moderator, we have prepared the guidelines below. Our team remains available to respond to any questions that may arise.

### **Before the conference**

We recommend reviewing [the program](#) to find specific information regarding your session, presenters, time, and location. The ICFP online program allows you to search using the name of the author or moderator. Click “Sessions I’m Speaking/Moderating At” and log in when prompted to identify the specific session(s) you will moderate. Once you have located the session, click the session title and you will be able to see the details of which individual presentations are included in that session and the respective presenters. We also recommend reviewing the guidelines for [oral](#) and [flash](#) sessions that can be accessed on the [ICFP website](#).

If you have not already done so, introduce yourself to your session presenters. If possible, schedule a virtual call or time to meet in Pattaya to discuss the run-through of your session. If your session has been assigned a co-moderator, it is crucial that you reach out in advance so you can decide on the division of labor.

Please make sure that you or your co-moderator (if applicable) contact the presenters ahead of the session to provide them guidance on how the session will flow and the amount of time they have to present. Each session lasts a total of 80 minutes. In general, standard oral sessions will have 4 presenters who will have 15 minutes to present and flash sessions will include 8 presenters, who should plan to present for 4 minutes each. The recommended time allocation for each presenter is based on the format of the session and is provided in the respective presenter guidelines. Please familiarize yourself with the topics of your presenters and prepare their introductions. You will find the information about abstracts and names of the presenters in [the program](#).

### **Arriving at the session**

When you arrive at your session room, a room host/hostess will help ensure that PowerPoint presentations have been pre-loaded. Please check the conference mobile app or online program for any modifications to your session. Please confirm with the presenters whether they have uploaded their presentations at the presenter-ready counter onsite or through the online abstract submission platform **at least 12 hours prior to the session. Flash disks will not be accepted if brought to the session room.**

If any presenter does not appear (or has withdrawn her/his paper at the last minute), please use the additional time for discussion on the presented papers. Do not add any new presentations, as these will not have gone through peer review.

### **Starting the session**

Be sure to start on time. Introduce the session topic and speakers (approximately 3 minutes) and provide any comments or directions you wish to make. You may deviate from the order of abstracts in the program, but you should inform the speakers beforehand to avoid any confusion. Introduce each speaker and monitor their presentation time. You may introduce the speakers together or one-by-one as they present. This is left to moderator discretion.

### **Introducing speakers and monitoring presentation time**

Introduce each speaker and monitor their presentation time. It is recommended that you familiarize yourself with the pronunciation of presenters' names and affiliations. You can advise presenters at the beginning of the session that you will be monitoring their time. Cards with **"3 Minutes Left"**, **"1 Minute Left"** and **"0 Minutes Left"** will be at the podium in the room for you to cue speakers.

### **Facilitating discussion**

For standard oral sessions, after the last presentation, please invite questions from the floor and facilitate a thoughtful discussion or any guidance for any activity that may follow. For oral sessions, it is crucial to ensure at least 20 minutes at the end of the session for questions and answers. As the moderator, please encourage any exchanges that extend over 5 minutes to be continued in private after the session.

For oral flash sessions, each presenter will give a four-minute presentation. Given the number of presenters, it is imperative to keep to time. Please do not allow speakers to continue past five minutes. After the final speaker has presented, presenters should disperse to their posters, while attendees walk the room and discuss with presenters. Beyond instructing the room on the general format of the session, no additional discussion facilitation is needed once presenters have dispersed to stand by their respective posters.

### **Interaction during live sessions**

During the live sessions, ICFP 2022 will use Slido to allow participants to contribute using different types of live polls and to submit questions if the presenters choose to. Detailed instructions on how to use Slido will be shared with the conference program. As you prepare your session, you may find it useful to consult the recording "How to use Slido for Live Polls in PowerPoint Presentation" available at <https://youtu.be/sUAM-5DFe6A>.

### **Conclude the session**

At the conclusion of the session, thank the presenters for sharing their work. Indicate that all presentations will be viewable from the conference website in a few weeks' time. The ICFP team will also be sharing an evaluation survey for the conference and as the session moderator, the conference organizing team will rely on you to encourage participants to complete the evaluation survey and to share any other feedback.

## Important notes about livestreaming

For sessions that are livestreamed (marked Hybrid in the Dryfta program as per the image below), the video stream from the room will be embedded into each session page in Dryfta. This session page will also have a bar next to it with several functionalities; one of these is the Q&A functionality (see figure below). People who have access to the program – whether they are in-person or virtual ticket holders – will thus be able to pose questions to the authors, including chatting with them privately.

Please note that anyone with a registration who clicks on this session page will be able to see these questions and authors can answer them at any time – including after the session. If there are virtual attendees watching during the event, they can post questions live while the event is taking place. A screen of some kind – either an iPad or a computer – will be available to the moderator that will be logged into your session page. You will be able to see questions in real time, in addition to any that were posed prior to the session. Due to time differences, many people will be unable to attend live, hence keeping the Q&A open after the sessions will allow interaction for people who may have questions but could not join when the session is live. The questions will continue to be open for the duration of the conference, while people watch the sessions on-demand.

It is not a requirement for presenters or moderators to answer all questions, but some authors may like to engage with those interested in their presentation, including after the livestream.

The screenshot displays a session page with the following elements:

- Title of the session:** "What are we learning about self-injection? / Qu'apprenons-nous sur l'auto-injection?"
- Venue:** PEACH Pattaya 17
- Language and format (Hybrid for live-streamed sessions):** Oral | EN | Hybrid
- Time:** November 15, 2022, 10:15 AM - 11:35 AM (Asia/Bangkok)
- Check-in:** A green button for attendees.
- Video Player:** Shows three participants in a video call.
- People Sidebar:**
  - Speakers:**
    - FB: Mrs. Frehwot Getahun Birhanu, Senior Program Manager, Clinton Health Access Initiative (CHAI), Malawi
    - MK: Dr. Martha Kamanga, Co-PI, Innovations for Choice and Autonomy
    - SO: Dr. Susan Ontiri, Senior Technical Advisor, Research and Learning, PSI
    - AT: Ms. Aminat Tijani, Program Officer, Akene Plus Health/ICAN-Project, Nigeria.
  - Moderators:** (None listed)
  - Attendees:** (None listed)

Example of a session page

## Support during the conference

For support regarding abstract and speakers, the ICFP scientific committee can be reached at [abstracts@theicfp.org](mailto:abstracts@theicfp.org). For IT support, a help desk will be set up at the conference venue and with the location communicated during the conference.