



# 2026 JULY 19–22 VANCOUVER, BC JOINT AAPM | COMP MEETING

## GENERAL GUIDELINES FOR ALL MODERATORS

BEFORE YOUR SESSION:	DURING YOUR SESSION:
<p>Check the online meeting program to ensure that you do not have a scheduled conflict at the time of your session.</p>	<ul style="list-style-type: none"> <li>Advise attendees to move forward to fill the seats at the front of the room,</li> <li><b>Start on time and end on time.</b></li> </ul>
<p>Familiarize yourself with the papers to be presented in your session.</p> <ul style="list-style-type: none"> <li>Check the length of talks in your session.</li> <li>Regular oral presentations are 10 minutes (8 minutes for the talk + 2 minutes for questions).</li> <li>SNAP oral presentations are 7 minutes (5 minutes for the talk + 2 minutes for questions).</li> </ul>	<ul style="list-style-type: none"> <li>Do not move, copy, or rename any of the files in the presentation folder,</li> <li>Do not open the file until the speaker is ready to start. They cannot be replaced by updated versions if they are already open.</li> </ul>
<p>If you are unable to attend the meeting because of a last-minute emergency, email staff at <a href="mailto:AnnualMeeting@AAPM.org">AnnualMeeting@AAPM.org</a></p>	<ul style="list-style-type: none"> <li>Remind each speaker of the time limit.</li> <li>Inform them that when the <b>yellow light comes on, they have two minutes</b> in which to wrap up.</li> <li>When the <b>red light comes on, it is time for the questions</b> to begin.</li> <li><b>Enforce time limits.</b></li> </ul>
<ul style="list-style-type: none"> <li>Be at your session 15 minutes early to meet the presenters.</li> <li>Familiarize yourself with equipment.</li> <li>Check-in with the audiovisual tech.</li> </ul>	<ul style="list-style-type: none"> <li>Introduce yourself.</li> <li>Announce the session topic.</li> <li>Request that all presenting authors remain for the duration of the session to participate in the discussion period.</li> <li>Announce the time of each talk.</li> </ul>
	<ul style="list-style-type: none"> <li>Please introduce and address speakers in a consistent manner.</li> <li>If you choose to use titles, please confirm with speaker what title they prefer (such as Doctor, Professor, Mr., Ms.) for every speaker in your session.</li> </ul>
	<ul style="list-style-type: none"> <li>If a presenter is a no-show, do not begin <i>the next</i> paper until the scheduled time.</li> <li>Be prepared with comment and topics of discussion.</li> </ul>
<p>Rehearse the name of the presenter and seek help if necessary.</p>	<ul style="list-style-type: none"> <li><b>Make sure the presenter speaks into the microphone.</b></li> <li>No recording or photography is allowed in the presentation.</li> <li>No commercial handouts are permitted.</li> <li>There are several mics in the audience for Q&amp;A, rotate through calling on attendees to ask questions.</li> <li>Formally close the session, make any announcements.</li> <li>Thank the speakers for their participation.</li> </ul>

### IMPORTANT:

PLEASE REPORT ANY NO-SHOWS TO [Laurie@AAPM.org](mailto:Laurie@AAPM.org) IMMEDIATELY FOLLOWING YOUR SESSION.

## Instructions to Set Timer:

### Timer



### Signal



### Setting the timer (8-minute talk + 2-minute Q&A)

1. Press the button under TOTAL TIME (up arrow) until it registers 08:00. This is the total time of the presentation (not including questions).
2. Press the button under SUM-UP (up arrow) until it registers 02:00.

### Operation of the timer: **PLEASE READ AND BE FAMILIAR WITH THESE INSTRUCTIONS**

1. When speaker begins, press START.
2. At 6 minutes the yellow light comes on. The speaker should start summing up.
3. At 8 minutes the red light comes on. The speaker should be finished.
4. The time now starts counting negative for the 2 minutes Q&A session.
5. When the timer reaches -2:00 minutes it is time to move on to the next talk.
6. Prior to the next speaker push REPEAT and the time will reset (08:00/2:00)  
(Note that CLEAR will zero out the times you have preset.)

### Please Note:

**10-minute Regular Oral Scientific Presentation** = 8-minute presentation/2 minutes for questions.

**7-minute SNAP Oral Scientific Presentation** = 5-minute presentation/2 minutes for questions.

*(Check the length of talks in your session since lengths may vary somewhat).*

**Please announce the settings of the timer to the speakers at the beginning of the session.**