

MODERATED POSTER MODERATOR CHECKLIST

ACCEPTING YOUR ROLE

- Click email link to accept invitation.
- Register for #HRS2024 and book your hotel.
- Upload your headshot via your HRS Profile.

CONFIRMING YOUR SESSION

- View invitation for session information including date, time, and Abstract Pavilion location
- Communicate with co-moderator(s) to determine your session's run-of-show. Divide the abstracts so that each moderator will moderate up to 3 abstracts per session.

PREPARING YOUR SESSION

- View Presenter resources and FAQs on HeartRhythm.com
- Review abstract presenter materials via Orchestrate to help you prepare additional discussion key points and questions to ask the presenter. Also review for content validity and confirm lack of bias.
- Share information about your session on social media to encourage attendance.

DURING YOUR SESSION

- Smile and introduce yourself and the abstract presenters.
- Engage in a lively discussion with the presenter regarding their research/science.
- Stick to your allotted time and encourage presenters to do the same.
- If there is need for additional discussion of any given abstract, encourage the presenter to continue the conversation in one of the designated areas within the Abstract Pavilion.