



# Resident Presentation Track Moderator Virtual Conference Quick Start Guide



## Main Moderator Duties and Quick Facts:

### Get ready

1. View [10 min tutorial video](#) (download MP4) or [LINK1](#) / [LINK2](#)
2. Download the [Presenter/Room Schedule](#)
3. Who's your Moderator buddy: [SignupGenius](#)
4. Day of: Open tabs to the [Event Website](#) & [Zoom Meeting](#)

Read announcements and conduct icebreakers at designated times [see right hand side of page]

### Keep the track on time!

- Each segment of the AM or PM session: 3 resident presentations at 20 minutes each (60 minutes before a break)
  - 15 min resident intro and uninterrupted presentation time
  - 3 min Q/A or speaker presentation overage time
  - 2 min transition to next speaker

### Make sure residents are ready to present at their assigned time and indicate when they can start

- Expect most residents will have prepared a self-introduction so a brief segue is fine, "Our next presenter is from LOCATION, please share your screen with the audience"

### Give residents/audience their verbal time warnings during presentation

13 of 20 min	15 of 20 min	16-18 of 20 min	18 of 20 min [Hardstop]
"Two minutes remaining"	"Please wrap up"	"Time for audience questions by chat or virtual hand raise"	"Thanks for the presentation and questions, we will now prepare for the next speaker"

### Drop eval link into Chat:

[https://ohsu.ca1.qualtrics.com/jfe/form/SV\\_8AhTM8zrPzrOkB0](https://ohsu.ca1.qualtrics.com/jfe/form/SV_8AhTM8zrPzrOkB0)

### Moderate the Q/A session and Ask Q of presenter if no other Q are offered by the audience

- Call on a participant to unmute if Raised Hand or read back any questions from the Chat
- Choose from below/more suggested Q are in the Moderator Manual posted on event website [moderator section](#)
  - What was the most rewarding aspect of this project?
  - What would you do differently on a similar project?
  - How did this project further your knowledge as a resident this year? What did it teach you?

503-730-3365 (Kris Marcus text/call)  
360-518-3835 (Gwen Moscoe text/call)

### "Ask for Help" Button from Zoom Room

### Event Live Chat app:

<https://oves.memberclicks.net/nwsrc-help-desk>



### Engage audience in some icebreakers at downtimes between segments/sessions

Choose from below/more suggested Q are in the Moderator Manual posted on event website [moderator section](#)

### Announced verbally and simultaneously dropped into the Chat:

- If you could pick up one new hobby and be instantly good at it, what would you choose?
- What's a song that always lifts your spirits?
- What's the naughtiest thing you ever did as a kid?
- What's one simple pleasure that you never get tired of?
- Anyone have a good riddle or short joke/pun to share?



**[START SESSION]** "Good morning/afternoon. My name is \_\_\_ and I am a (type pharmacist/position) at (workplace). Please mute yourself and keep side chats to a minimum. Q&A will be at the end of the presentation with questions being submitted via the CHAT or by raising your hand under the participant function. To evaluate each resident, please fill out a survey with the link dropped into the chat and on the Important Links page." **[BREAK EACH 60 MIN]** "The next presentation in this room starts at \_\_\_\_\_ time."

**[LUNCH BREAK]** "Please enjoy lunch and some downtime until 12:00 then rejoin the conference for our second hour of Preceptor Development "Short and Sweet: How to Use Microlearning Techniques to Facilitate Teaching"

**[SESSION END]** "Your participation and support of the residents and fellows is appreciated. Please join us for the final Preceptor Development presentation: "Changing the Way We've Always Done It: Addressing Implicit Bias and Cultural Alignment in Residency Program Recruitment Efforts". To claim ACPE credit follow the instructions at the link at the top of the event page. We look forward to your event feedback by survey that will be sent and is on the event webpage."