



ANNUAL MEETING & EXHIBITION  
CONGRÈS ANNUEL ET EXPOSITION  
M O N T R É A L



JUNE 15-18 JUIN, 2017  
PALAIS DES CONGRÈS / MONTRÉAL, QUÉBEC, CANADA

[cos-sco.ca/montreal2017](http://cos-sco.ca/montreal2017)

## Moderator Information

Please follow these basic instructions for moderating. Refer to the schedule for all the details specific to your session.

- Two hours before your session, please check with the Presentation Manager in the Speaker Preview Room for any missing presentations. Follow up with the speakers who have not uploaded their presentations.
- Please arrive at your session 15 minutes before the start time and familiarize yourself with the set up: introduce yourself to the audio-visual technician, check timers, pointers, etc.
- Identify all speakers prior to the session start time and ask them to either sit on the stage with you or in the front row.
- Monitor your sessions for educational quality. Remind speakers to declare any conflicts of interest at the beginning of their presentation.

At the end of your session, please assist with the following:

- Remind delegates to complete the online CPD evaluation at [cos2017.ca](http://cos2017.ca)
- Please announce the time the meeting will resume after the break and what session will take place in the room you are in.
- Remind delegates to visit the exhibition hall during breaks.
- Note any learning needs and educational improvements for next year's session.

\*\* Please start and end your session **on time**. Sessions cannot run long as this jeopardizes the presentation management of the next session. Additionally, delegates will have difficulty visiting the exhibition hall which inhibits their ability to network with our industry partners and could shorten their time for food and refreshment.