

Information for Symposium Moderators and Speakers

What is a Symposium?

Symposia are didactic in nature, with limited time reserved for questions and answers.

As moderator, you are responsible for...

Working with confirmed speakers to develop specific session content. Once they are all confirmed, you will be notified via e-mail. You should contact the speakers well before the meeting to ensure that their presentations fit the learning objectives. Your staff liaison can organize a conference call for the session participants if you would like.

Assisting the staff liaison assigned to your session with the collection of necessary materials from your speakers. The timely collection of disclosure statements, handouts and audio-visual presentations is essential to the overall success of your session and your assistance in this area is greatly appreciated.

On-site management of your session. It will be your job to make introductory announcements, to introduce your speakers, and to ensure that they and your session begin and end on time.

As a speaker, you are responsible for...

Development of a presentation appropriate to the specific topic identified. Your presentation should be designed for the target audience: clinicians, researchers, trainees/students and allied health professionals, and should contribute directly to the learning objective identified for your presentation. You are also responsible for providing balanced information that is free of commercial bias

Attendance for the entire session. To help ensure that the session runs smoothly, your presence is required for its entire duration. We ask our speakers to arrive no later than 15 minutes prior to session starting time.

Please note: Delegates will be required to print their handouts before arriving at the Annual Meeting. Please refer to the [General Speaker Information page](#) for the details of the handouts submission process. Timely submission of handouts by all speakers will allow for a positive meeting experience by all attendees.

If you have further questions, please contact Amanda Buckley at (414) 272-6071 or abuckley@aaaai.org