

## **Information for Workshop Speakers, Panelists and Instructors**

### **What is a Workshop?**

Workshops are interactive learning experiences which explore one or more specific aspect of a topic within allergy/immunology. Each session should fit into one of these interactive formats:

**Q&A:** Facilitated by a moderator, up to three speakers speak for up to 15 minutes each. The moderator then leads a 30-minute question and answer segment at the end of the session, taking questions from the audience.

**Panel Discussion:** A moderator asks probing questions to a group of up to 3 panelists on a series of pre-defined topics. Panelists respond to the question and each other. Once the panelists have addressed each question, the moderator will ask members of the audience to provide commentary as well. A/V equipment will not be available for panel discussions.

**Problem-Based Learning:** A moderator and one discussion leader present a case for interactive small group discussion, followed by a short didactic presentation on the topic.

**Hands-On:** Participants actively manipulate devices or otherwise practice procedures in a supervised setting.

### **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, or the questions you will pose to the panel, fit the learning objectives. For sessions utilizing case studies, you will be responsible for reviewing the submitted cases and selecting three to five cases for discussion. You are also responsible for verifying that the session content is free of commercial bias. 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.

**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 presenters 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](mailto:abuckley@aaaai.org)**