



## EORNA 2026 | Guidelines for moderators

These guidelines are designed to support you in your role as Moderator during the congress, especially if this is your first time. As a Moderator, you are responsible for managing your session and supporting the speakers on behalf of EORNA.

### BEFORE THE CONGRESS

- **Familiarize yourself with the session content:** Review the presentations and consult the online programme [here](#).
- **Connect with speakers in advance:** Introduce yourself and arrange a brief meeting 15 minutes before the session in the session room.
- **Ensure presentation readiness:** Remind speakers to upload their presentations in the Speaker Preview Room upon arrival or at least one hour before the session starts.
- **Prepare backup questions:** Have a few questions ready (approved by the speakers) in case audience participation is limited. Speakers may also provide questions.
- **Coordinate introductions:** Ask speakers which key points they would like highlighted during their introduction.
- **Clarify session logistics:** Inform speakers about presentation time limits and the Q&A format (either at the end of the session or after each case in Case Study Sessions).

### DURING THE CONGRESS

#### Before the Session

- Meet the speakers **15 minutes before the session** in the assigned session room.
- Check the **presentation order at the podium** together with the room volunteer.
- The volunteer will liaise with **AV staff** and close the doors when the session begins.
- **Start the session on time** and strictly monitor timing. Please warn speakers when **5 minutes remain** and when their **time is up**.

#### During the Session

- Welcome the audience, introduce yourself, and briefly highlight the **importance of the session topic** (examples can be found further below).
- Provide a **brief introduction for each speaker** (credentials, role, and expertise).



- Invite the speaker to the podium and **cue applause**.
- Remain attentive to the speakers' needs throughout the session, together with the **room volunteer** assigned to your room.

#### Questions & Discussion

- Use **prepared questions** if audience participation is limited.
- Ask delegates to **use the microphones**, introduce themselves, and direct their question to a **specific speaker**.
- If questions are **unclear or too long**, briefly summarise them for the audience and speaker.
- Clearly announce the **final question**.
- Close the discussion and **invite applause**.

#### **Ending the Session**

- Thank the speakers and participants **on behalf of EORNA**.
- Remind delegates to **complete the session evaluation via the congress app**.
- Ensure the session **ends on time**.

#### **After the Session**

- Certificates for speakers and moderators are available upon request.
- For any queries, please contact the EORNA Congress Organisation: [info@eorna2026.eu](mailto:info@eorna2026.eu)



## SAMPLE MODERATOR SCRIPT (CONDENSED)

### Opening

Good morning/afternoon, colleagues. My name is \_\_\_\_\_ **from** \_\_\_\_\_, and I will be your moderator for this session. Welcome to “\_\_\_\_\_.”

Today we have \_\_\_ **presentations**. Questions will be taken **at the end of the session** (*or after each case in Case Study Sessions*). Please make a note of any questions you may have during the presentations.

### Speaker Introduction

Our next speaker is \_\_\_\_\_ **from** \_\_\_\_\_.

(Briefly mention credentials, role, or expertise, and introduce the topic.)

Please join me in **welcoming** \_\_\_\_\_.

### Q&A

The presenters are now **available for questions**.

Please wait for the **microphone**, introduce yourself, and direct your question to the **relevant speaker**.

*Alternative:*

We have time for a few questions. Please feel free to raise your hand and wait for the microphone.

*Alternative (with prepared questions):*

While the audience considers their questions, I would like to start with one.

### Transition Between Speakers

Thank you, \_\_\_\_\_, **for that insightful presentation**.

**We will now move to our next speaker, Dr. \_\_\_\_\_ from \_\_\_\_\_, who will present on \_\_\_\_\_.**

Please join me in welcoming them.

*Alternative (shorter):*

Thank you for that excellent presentation. Let us now continue with our next speaker, \_\_\_\_\_.



### **Time Management (Polite Interruption)**

**5-minute warning:** A gentle reminder that five minutes remain.

**Time is up:** Thank you, \_\_\_\_\_. In the interest of time, we will need to conclude here.

*Alternative:* I'm afraid we need to move to the next presentation to keep to our schedule. Thank you for your contribution.

### **Closing**

This concludes our session on “\_\_\_\_\_.”

On behalf of **EORNA**, I would like to thank our speakers and all of you for your participation.

Please remember to **complete the session evaluation via the Congress App**.

Thank you.

*Alternative:*

Thank you to our speakers for sharing their expertise, and thank you to the audience for your engagement and thoughtful questions.

### **Announcements (if applicable)**

Dear participants, I would like to make the following announcement: \_\_\_\_\_.

Thank you.