



# 6<sup>th</sup> International MSS Scientific Congress

**3<sup>rd</sup> - 5<sup>th</sup> AUGUST  
2018  
HILTON KUALA LUMPUR  
MALAYSIA**

## GUIDELINES FOR MODERATORS

### Before the session

- Please meet the speakers in the conference room (Grand Ballroom) **15 minutes prior the session commencement**. At this time, you should check that the room is set up appropriately and the speakers are familiar with the audio-visual equipment.
- Speakers have been asked to test the computer presentation well before their presentation time in the Speaker Preparation Room.

### Speaker Preparation Room

Venue:	Accord Room, Level 6, Hilton Kuala Lumpur	
Opening Hour:	Thursday, 2 August 2018	17:00-19:00
	Friday, 3 August 2018	07:00-18:00
	Saturday, 4 August 2018	07:00-18:00
	Sunday, 5 August 2018	07:00-11:00

### During the session

- Each session will be facilitated by two Moderators who are responsible for ensuring session run to time. It is also the Moderators' role to introduce speakers, lead and stimulate discussion and questions. Please invite participation from the audience, ensuring questions and answers are brief and to the point. Please instruct the audience to use the aisle microphones if they wish to ask a question.
- Special housekeeping messages may need to be announced at the beginning or end of the session.
- Speakers are responsible for advancing their own computer presentation on the podium. Focusing and lighting will be monitored and adjusted by technician in the session room. A laser pointer will be available on the podium.
- It is essential that you **ensure speakers adhere to the allotted time** (based on the countdown timer which will be placed in front of you) and that session run in accordance with times published in the programme.

Thank you very much for your valuable contribution in facilitating the smooth running of the Congress.

**SECRETARIAT MALAYSIA SPINE SOCIETY**

c/o JL Maestro Management Services

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