



7th INTERNATIONAL MSS SCIENTIFIC CONGRESS

2

4

August

2019

WEIL Hotel, Ipoh, Perak, 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 Speakers' Preparation Room.

Speakers' Preparation Room

Venue:	Meeting Room 1, Level 6, WEIL Hotel, Ipoh, Perak	
Opening Hours:	Thursday, 1 August 2019	16:00-18:00
	Friday, 2 August 2019	07:00-18:00
	Saturday, 3 August 2019	07:00-18:00
	Sunday, 4 August 2019	07:00-11:00

During the session

- Each session except lunch symposium and plenary sessions 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.
- Speakers will be invited to be seated next to the moderators during the Q&A session, and not after their lectures. **Moderators are to invite the speakers to join them in the front seats before the Q&A session begins.**
- 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
Wisma Selangor Dredging, 142C Jalan Ampang
West Block, 15th Floor, 50450 Kuala Lumpur, Malaysia

TEL | (603) 2168 4267 FAX | (603) 2168 4201 EMAIL | secretariat@mss.org.my

