

Moderator Responsibilities

Moderators will:

1. At the request of the Track Chair, reach out to potential speakers and informally invite them to present on behalf of the American College of Preventive Medicine. Once the speaker has accepted the informal invitation, the moderator will forward his/her contact information (including his/her email address) and the name of the session onto ACPM so a formal invitation letter can be e-mailed to the speaker.
1. Collect, combined and submit to ACPM:
 - Overall **abstract** for the session
 - **Maintenance of certification (MOC) multiple choice questions** for the session. Concurrent sessions and plenaries must submit at least 4 questions, full day institutes 21 questions, and half day institutes 12 questions.
 - **Learning objectives** for the session. These are needed for ACPM's CME accreditation through ACCME.
2. Review material (e.g., power point presentations) of the presenters to ensure compliance with the [Essential Areas and Elements of the ACCME](#); Moderators are responsible for ensuring the presentation meet the level of quality expected for a professional meeting (ie – no commercial bias, proper formatting, use of ACPM power point template etc)
3. Conduct a conference call of all session participants 2 months before the meeting to discuss CME rules, content and flow of the session.
4. Work with the speakers on getting all materials into ACPM on time
5. Meet with the session participants at PM 2013 (either the night before the session or 30 minutes before the session) to introduce yourself and to ensure all audiovisual needs and any other requirements are met.
6. Moderate the session, including formally introducing each speaker, keeping speakers to their time limits, and facilitating questions from the audience.
7. Moderators are also responsible for informing the audience of any conflicts of interest (or lack thereof) of any of the speakers. These are also requirements of the ACCME. ACPM staff will provide this information to the moderator.

ACPM Staff will:

1. Send out the formal confirmation letters for the speakers
2. Send out and collect the various forms needed from each speaker
3. Work with the speakers on their audiovisual needs and any other request from the speaker