

**Tips for Poster Session Moderators:**

**Strategies and Tactics for Facilitating Effective Poster Sessions**

As a moderator of poster presentations, you have a critical role in participants’ learning process. You are a facilitator, connector, supporter, extender and clarifier – all in support of participants’ **learning**. Your success is built on your expertise and ability to listen carefully to presenters’ comments and be prepared to:

* ***Acknowledge presented work, ask*** presenters ***clarifying*** questions to help ensure there are no misunderstandings
* ***Make*** ***connections,*** when appropriate, from one presenter to another and across audience questions
* Provide ***additional information***, if needed, in order to help participants ***grasp*** key concepts and points
* **Facilitate** a discussion among learners and presenters
	+ ***Rephrase*** participants’ questions to help facilitate discussion, when necessary
	+ ***Repeat questions and summarize important points before moving on to next questions***

 **POSTER SESSION MODERATOR TIPS FOR SUCCESS**

A key to success is being **prepared** for your role as moderator. To help ensure effectiveness, ACC recommends that you:

* Read ACC correspondence about your role and responsibilities
* Review poster presentation materials before the session
* Prepare questions for presenters that you can use to stimulate discussion
* Arrive early and introduce yourself to poster presenters before the start of the session
* Review your proposed questions with the presenter(s) if there is time for collaboration
* Review layout of session space (see ACC correspondence)

Use these tips to help you moderate your session effectively:

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| --- | --- | --- |
| **Goal** | **What to do to help meet goal** | **Phrases to use that support goal** |
| Connect with the learners | * Move around the space
* Share a personal or professional antidote that connects to session content
* Thank presenters and thank learners for questions
 | * Thank you for that question.
* *Like you*, I’m interested in hearing more, learning more
* “*We*” are here (not “you” are here)
* Recently encountered a case in practice related to these findings…has anyone else?
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| **Goal** | **What to do to help meet goal** | **Phrases to use that support goal** |
| Facilitate learning from poster presenters | * Repeat audience questions, when appropriate
* Make links between presenters’ comments and audience’s experiences
* Compare and contrast points from presenters
* Ask presenters to respond to a divergent perspective(s)
* Use body language and hand gestures that show connection between audience and presenters
* Summarize key points for a synthesis of presentations
 | * Based on what Dr. Jones just said, what is your perspective?
* How is your experience different from Dr. Smith’s?
* Putting things together, I’m hearing…
* In summary…
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| Facilitate transfer of learning to practice | * Make connections from content in session to other sessions or developments in the field
* Share information about resources and/or how participants can further learn about the topic
* Ask learners to share what they plan to do as a result of what was learned (and be prepared to share something you plan to do)
 | * Let’s think about how we might use this…
* What questions do you *now* have about your practice based on this?
* How does this impact what you do?
* Here are some things I’m going do next
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**Moderator’s Prep Worksheet**

**Title of Session**:

**Location**:

**Presenters**:

**Prep Notes:**

|  |  |
| --- | --- |
| **Questions for presenters you can use to stimulate discussion** |  |
| **Any potential controversial topics?** |  |

**Your plans for:**

|  |  |
| --- | --- |
| **Connecting with the learners** |  |
| **Facilitating learning from poster presenters** |  |
| **Facilitating transfer of learning to practice** |  |