

Role of the Moderator

JIFSAN expects 15-20 people to be in the audience at each of two 1-hour renditions of your session. Your role as a co-moderator is described in detail below.

Prior to the symposium

Working with the other co-moderators, develop several focused questions for breakout sessions (referring to the general questions provided by JIFSAN). JIFSAN will share the questions with the attendees prior to the symposium. You should have provided these by October 31, 2018.

During the symposium

At the breakout session, co-moderators should have a portable computer handy. Flip charts will be provided by JIFSAN. If any other audio-visual aids are needed for your session, please reach out to JIFSAN. Co-moderators will pose questions and record input from the audience using flip charts, computer and other audio-visual aids.

Immediately after the breakout session there will be a break during which co-moderators will review the input from the audience. After the break, all attendees will reconvene for the report out session. Each pair of session co-moderators will be given time to deliver an oral summary of the input to all attendees. Slides showing the highlights may be used to deliver the summary but are not required.

After the symposium

Co-moderators should develop a written summary of the information to be submitted to JIFSAN. JIFSAN asks that each pair of co-moderators provide a promise date for the written summary. The summary will be submitted to JIFSAN by January 4, 2019.