MODERATOR GUIDELINES

Please review guidelines in advance and be mindful of time during your presentation at SCMR/ISMRM Co-Provided Workshop 2025. Speaker timers will be provided to assist. Thank you for participating and we look forward to seeing you in Washington DC!

Overview

Each of the main sessions at SCMR/ISMRM Co-Provided Workshop 2025has at least two moderators. The influential role of the moderators in "managing" an SCMR session, both as time and discussion gatekeeper, cannot be overstated.

It is the moderator's responsibility to introduce the session and presenters, facilitate the dialogue, including questions from the audience, **keep the session on schedule**, and acknowledge any session sponsors when appropriate in our non-cme innovation track or hands on sessions. The following guidelines have been prepared to ensure the smooth and uniform running of the meeting sessions. Please become fully acquainted with them.

Before the Meeting
1. Familiarize yourself with your session in the [SCMR 2025 Annual Scientific Sessions online program here](#)
2. Review each presenters' biography, if provided.
3. In conjunction with your co-moderator, feel free to connect with the presenters offline before your session with specific instructions to enhance the flow of the session on the day.
4. Download the meeting app, when available mid-January, information to follow.
5. Locate the presentation room prior to the start of your session, a day before if possible.

Arriving for the Session
1. Arrive 10 minutes before the session starts to check equipment, make sure each presentation is loaded, meet presenters, and resolve any last-minute issues.
    o Ask the presenters for the proper pronunciation of their name.
    o Identify yourself to the audio-visual technician in the meeting room.
2. Moderators will sit at the head table while the first row of seats in the meeting room will be reserved for presenters.

During the Session

1. Start on time. This is extremely important to ensure each presenter has her/his allotted time.
2. Introduce yourself (name and affiliation).
3. Introduce each presenter in the order listed in the online program/mobile App. Be sure to mention each presenter's name, affiliation, and presentation title.
   If a presenter is a no-show, readjust the order accordingly.
4. IMPORTANT: Keep the session on time. This may mean that you must politely interrupt a speaker who exceeds their allocated time.
5. Provide the opportunity for attendees to ask questions if time permits at the end of the session. Aisle microphones will be in each room for the question and answer (Q&A) segment. In addition, look for questions posted on the mobile App and put these to the speakers if appropriate.
6. Timing for individual presentations is crucial to the success of the conference. You are responsible for stopping speakers from going over their allotted time.
7. End the session on time. Close the session by thanking presenters for presenting.

SPEAKER GUIDELINES

Please review guidelines in advance and be mindful of time during your presentation at SCMR/ISMRM Co-Provided Workshop 2025. Speaker timer and light indicator will be provided to assist (green = go; yellow = 2 minutes remaining; red = end). Thank you for participating and we look forward to seeing you in Washington DC!

General Guidelines for All Presentations

1. **All presentations must be given in-person**. If the first author of an abstract presentation is not able to attend SCMR 2025 in person, another author can present the abstract instead. Please notify Dale Gibbons (dgibbons@veritasamc.com) **by January 13, 2025**, of any changes in presenter or if no author is able to attend SCMR 2025 in person.
2. Please use the SCMR slide template to prepare your presentation (template is located within your speaker portal and on the landing page of the 2025 SCMR Conference Website)
3. The first slide should show the full title of your submission, co-authors, and institution(s).

4. The second slide should present the disclosures of any of the abstract authors. Presentations should be free of bias.
5. Upload your presentation file by **January 24, 2025,** by accessing the upload link in your task list located in your speaker profile. If you need assistance in accessing your profile, please contact Dale Gibbons (dgibbons@veritasamc.com).
6. If you do not upload a PowerPoint file of your presentation **online by January 24, 2025,** you can do so in the Speaker Ready Room **at least two (2) hours one hour prior to your presentation**.
7. All presenters must check their presentation in the Speaker Ready Room located in the Director's Room a minimum of 2 hours before their session begins.
8. Patient confidentiality must be protected. No names should appear in the images and/or illustrations.

General Guidelines for Oral Presentations
1. Please build your presentation to respect the duration of your presentation listed below. **Note: Your presentation will be automatically stopped after allocated time – please practice staying within the time limit.**
2. Presentations should be saved as .ppt or .pptx files and be named in the following format: When uploading your presentation please identify your presentation by using the day of your presentation, the room name, the time of your presentation (using 24-hour clock) followed by your last name.
   e.g., WED-EMPIRE-1330_Smith

Plenary Talks:
Sixteen (16) minutes are allocated for each plenary talk, with zero (0) minutes for questions.

Invited Lectures:
Twelve (12) minutes are allocated for each invited talk, with two (2) minutes additional for questions.

Oral Abstracts:
Seven (7) minutes are allocated for each oral abstract, with two (2) minutes additional for questions.

Power Pitch Abstracts:
Power Pitch abstracts are presented as a short Oral **and** as a Digital Poster. **Two** presentations should be uploaded. Please use the Oral Presentation naming convention and guidelines for the

Oral presentation, and the Digital Poster naming convention and guidelines for the Digital Poster presentation (see below).

Three (3) minutes are allocated for the oral component, with zero (0) minutes for questions taking place in the Blue Room.
Thirty (30) minutes are allocated for each digital poster presentation (see General Guidelines for Digital Poster Abstracts below) taking place in the Blue Room PreFunction area.

Special Panel Session:
This special panel session will comprise invited experts in cardiac diffusion and strain imaging and modelling who will come together to discuss future directions, collaboration, and clinical translation within the field. This will be an in-person moderated discussion with no presentation slides required.

Software Demonstrations:
Eighteen (18) minutes are allocated for each presentation, including time for questions.

General Guidelines for Digital Poster Abstracts:
1. Thirty (30) minutes are allocated for each digital poster presentation.
2. Presentations should be designed for delivery within seven (7) minutes.
3. Presentations should be saved as .ppt or .pptx files and be named in the following format: When uploading your presentation please identify your presentation by using the day of your presentation, the room name, the time of your presentation (using 24-hour clock) followed by your last name.
   e.g., WED-EMPIRE-1330_Smith