

## Correlative Guidelines

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- **Abstracts:**
  - Ensure that you read the abstracts prior to the session
    - Abstracts are located on the ABA Annual Meeting website.
    - Abstracts will also be available on the ABA Mobile App
  
- **Suggestions for Running an Effective Correlative:** Arrive in the room approximately 10 minutes prior to the session so you have time to check in with the co-moderator. Check to make sure all abstract presenters' PowerPoint presentations have been downloaded onto the computer in the room. If a presentation is missing notify the AV technician or ABA staff.
  - Meet the presenters prior to the beginning of the session to check pronunciation of their name
  - Introduce the abstract, authors, and the presenter
  - Keep the presentations on time
    - There will be 8 abstracts assigned to your session
    - Each abstract presenter has 10 minutes to present with 5 minutes for questions
    - You may need to cut a presenter short to be respectful of all of the presenters in the session
  - As a moderator it is also your job to set the tone of the session.
  - Prepare at least one question for each abstract in case there are no questions from the audience