



## Poster Session Moderator Guidelines

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- Pick up your clipboards, pens, and your rating sheet at the staffed table
- Both moderators score posters during the rounds and determine best in category
- After all posters have been presented, ask the presenters to wait for 3-5 minutes while you determine the best in category.
- Tell poster Course Directors which poster is best in category
- Leave their rating sheets with ABA staff at table
- Give the scoring sheet to the Course Directors, it is checked for any bias, and then the ribbon is given to them.
- Present the ribbon to best in category. Best in category posters are left - staff will move them to another space
- All other posters should be removed by the presenters
- Staff will move the best in category posters to the hallway boards
- Course Directors turn all paperwork in to ABA Staff. (One copy of master poster sheet with winners identified (highlighted); all copies of rating sheets)
- ABA staff will create a PPT for Best in Category session and start review sheet for best of presentation (list of posters being presented; one per session)