



GUIDELINES FOR ICIUM 2011 SESSION MODERATORS AND RAPORTEURS

ICIUM 2011 session moderators and rapporteurs are instrumental for achieving the overall conference objectives: to generate policy and research recommendations for improving medicines use.

Please Note: *There will be an introductory meeting for Track Team Members, Session Moderators, and Rapporteurs on Monday, November 14 from 8am to 9am in the Azurit Room. Please join us to meet your colleagues and find out more about your conference role.*

SESSION OBJECTIVES

The objectives of each ICIUM 2011 session are to generate:

- Five key items of existing knowledge, observations, or lessons learned from the work discussed during the session
- Five recommendations for policy or program action
- Three key research questions or gaps in knowledge

Session outputs will be compiled within and across topic tracks to produce summaries presented on the last day of the conference. They will also constitute the foundation for conference summaries which will be made available after the conference. Recommendations for future research will form the basis for the post-ICIUM 2011 research agenda.

MODERATOR RESPONSIBILITIES

The responsibilities of session moderators are to:

- 1) Review oral presentations and posters related to their session before the session;
- 2) Introduce the topic at the start of the session, and briefly describe the session structure (for example, five 10-minute presentations followed by discussion; or a panel discussion lasting 1.5 hours followed by discussion);
- 3) Briefly introduce individual speakers or panelists; introductions of topic, session structure, and speakers should take less than 5 minutes.
- 4) **Keep presentations to the allotted time limit – this is absolutely critical to secure sufficient time for discussion;**
- 5) Focus the discussion on:
 - a) generating key items of knowledge about the session topic;
 - b) identifying recommendations for policy and/or program action;
 - c) formulating key research questions to pursue;
- 6) Facilitate the discussion so individuals are comfortable speaking and a small number of speakers do not dominate the conversation.

- 7) To the extent possible, alert the audience to posters related to the session but not selected for oral presentation.

RAPPORTEUR RESPONSIBILITIES

The responsibility of the session rapporteur is to summarize the information gathered in the session and enter it into a [structured web-based reporting system](#)¹. Rapporteur session summaries will form the basis of track and conference summaries on the last day of the conference, and of topic summaries which will be part of the permanent online conference record.

Here is a brief description of the web-based reporting system:

- 1) Session rapporteurs will complete one “Session Summary” for their session.
- 2) Each form provides space to document the Session Name, Rapporteur Name, Date and Time, and the Session Output. The session output is to be captured as a maximum of: (1) five key points of existing knowledge, observations, or lessons learned from the work discussed in the session; (2) five recommendations for policy or program action; and (3) three key research questions or gaps in knowledge. Entries for each of these should be no more than three sentences long.
- 3) Forms will be available as paper forms in the session rooms and online in the Survey Monkey software application.
- 4) If they use the paper form during the session, rapporteurs will need to enter their data online into the web-accessible database after the session. Computers will be available at the conference business office or on site. Web-entries should be completed by 20:00 hours on each conference day.
- 5) In generating summaries, rapporteurs should distinguish their personal views from those reported for the session.
- 6) Rapporteurs who are not track team members may want to discuss their session summaries with a member of the track team or one of the session moderators before entering them on the website.
- 7) Session summaries will be used by track team members to prepare the final track summary presentations.
- 8) Session summaries will also be made available each morning to conference participants so that they can become familiar with the discussions and conclusions from other topic tracks.
- 9) Throughout the conference, participants will have access to a separate [Survey Monkey website](#)² and will be encouraged to add their own suggestions for policy and research recommendations related to session topics. Please remind them of this opportunity at the start of each session.

We thank you very much for your contributions to ICIUM 2011!

¹ Accessible at: <http://www.surveymonkey.com/s/ICIUM-summary>

² Accessible at: <http://www.surveymonkey.com/s/ICIUM-comment>