

Checklist for AOTrauma Session Moderators

Date and Location

Time	Task	Done
~6 months before	As soon as you have accepted the moderator task, liaise with the course chairperson(s) and discuss the learning objectives of the session, the participants needs and composition	<input type="checkbox"/>
2-6 months before	Familiarize yourself with the content of your session, your lecturers and their learning objectives	<input type="checkbox"/>
	Contact your lecturers and organize face-to-face or online meetings to discuss the content of their presentations	<input type="checkbox"/>
	Request a copy of each faculty member's presentation or at least their take-home messages	<input type="checkbox"/>
1 month before	Review the lecturers presentations/take-home messages for:	
	Consistent structure/ Layout	<input type="checkbox"/>
	Redundancy	<input type="checkbox"/>
	Coverage of learning outcomes	<input type="checkbox"/>
	Timing/ number of slides	<input type="checkbox"/>
	Appropriateness of content/ compliance	<input type="checkbox"/>
	Give your lecturers a feedback on their presentations/take-home messages	<input type="checkbox"/>
	Anticipate difficulties and prepare to address them	<input type="checkbox"/>
	Prepare your moderator presentation, including:	
	An introduction to the session	<input type="checkbox"/>
	Cases and questions (ARS) to stimulate interaction	<input type="checkbox"/>
	Themes to link the different presentations	<input type="checkbox"/>
	A summary of the whole session	<input type="checkbox"/>

1 day before	Organize a mandatory meeting with your lecturers as part of the official precourse in order to:	
	Ensure all faculty members and their presentations are present	<input type="checkbox"/>
	Briefly review the session content and discuss last-minute changes	<input type="checkbox"/>
	Get familiar with the stage and equipment set-up	<input type="checkbox"/>
	Liaise with chairperson(s) and staff	<input type="checkbox"/>
	Agree on time signals	<input type="checkbox"/>
	Motivate the lecturers	<input type="checkbox"/>
During your session	(You might want to give this list to a fellow faculty so he/she can check the points of the following two sections for you)	
	Start the session on time	<input type="checkbox"/>
	Welcome the participants	<input type="checkbox"/>
	Make necessary housekeeping remarks (facilities, breaks etc.)	<input type="checkbox"/>
	Present an overview of the session and its learning outcomes	<input type="checkbox"/>
	Provide context and relevance (with a case, a question, etc.)	<input type="checkbox"/>
	Introduce each lecturer with a few sentences	<input type="checkbox"/>
	Link one presentation to the next	<input type="checkbox"/>
	Respond to inappropriate/ commercially biased content	<input type="checkbox"/>
	Assert control when lecturers get off track, dominate a discussion or overrun	<input type="checkbox"/>
At the end of your session	Have all of the faculty on a panel, invite questions from the audience and direct them to the right person or answer them yourself	<input type="checkbox"/>
	Ensure questions are understood and answered and participants have time to reflect	<input type="checkbox"/>
	Use ARS questions or cases to clarify controversial points and maintain interaction	<input type="checkbox"/>
	Summarize the main outcomes, relate to the future, thank everyone	<input type="checkbox"/>
After your session	Evaluate the content and lecturers of your session with the chairperson	<input type="checkbox"/>