1-3 FEB 2022 | VIRTUAL
AROUND THE WORLD IN 80 TALKS

TIAFT

THE 58TH INTERNATIONAL
ASSOCIATION OF FORENSIC
TOXICOLOGISTS ANNUAL MEETING

Networking & Poster Facilitator Guide

This is a step-by-step guide for TIAFT 2022 VIRTUAL Networking & Poster Session Facilitators on your roles. These instructions will help you prepare for your session and get the most out of your experience facilitating discussions.
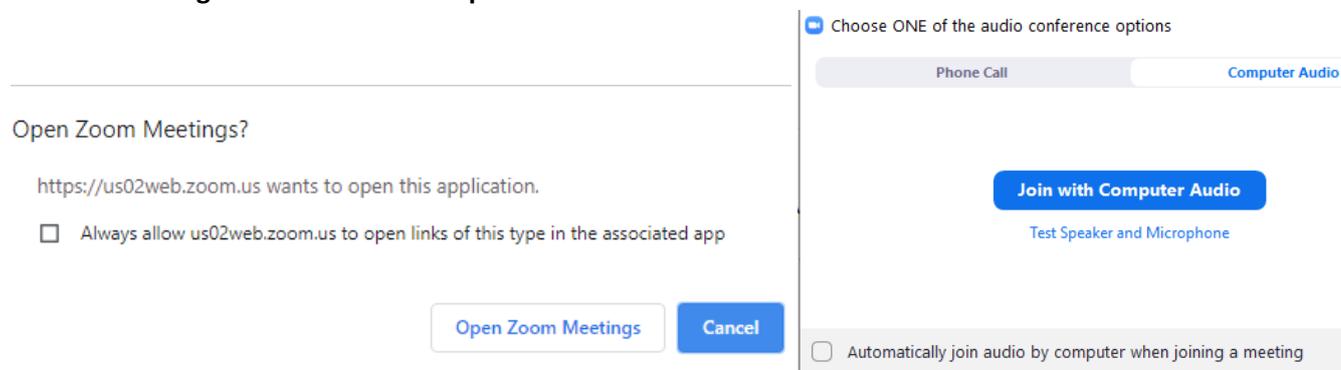
ROLE OF SESSION MODERATORS

The role of the session moderators is vital to the success of any Meeting. Your role will include welcoming your audience, providing instructions, introducing your speakers and facilitating live question and answer. In case no questions come through, please have some prepared yourselves. Along with this, you will also need keep track of the session time.
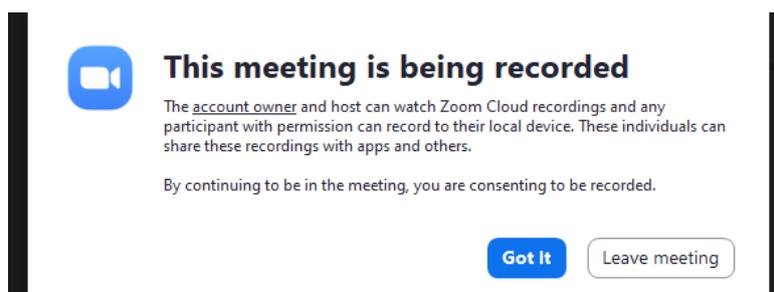
LIVE VIDEO Q&A & NETWORKING

Zoom Breakout Sessions will be set up and available for you to join **10 minutes before the start of your session.** Please go to your allocated session using the **Zoom room included in your calendar invitation,** 10 minutes prior to your session start time. Full instructions to join on Zoom are as follows:

- Click on the Zoom meeting link in the email calendar invite.
- This will launch a secondary browser window and connect to our Zoom meeting. Click **'Open Zoom Meetings'** and **'Join with Computer Audio'**

- If you arrive more than 10 minutes earlier and the host has not yet started the Zoom meeting, please just wait there. 10 minutes prior to the session start time, you will be added to the Zoom
- You may have the below message appear when you join the zoom meeting to advise you that the meeting is being recorded. Click 'Got it' to continue.

- You will be greeted by the Tech Team who will run you through some initial checks to ensure your audio and video is clear, help you with any questions you might have and ensure that you are prepared to go live.

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For Poster Session Facilitators only:

- All the poster presenters have been instructed to also arrive 10 minutes prior to the session start time. They will be instructed to join the breakout room titled with their name (e.g. John Smith) and wait for attendees to join them to discuss their poster. Attendees would have just watched their pre-recorded video along with others.

- Your role is to assist presenters in their rooms by facilitating questions; ideally **having at least one question ready for those poster presenters that are present** (in the spirit of "everyone deserves at least one question"). Note that it will be possible to pre-view the videos in the virtual Poster Hall. If the topic is really not your field, your question could be a very general one, like "What's next?", "What about future research avenues?", whether the presenter's findings match with literature, or with what has been found in other countries, etc.

- Facilitate the discussion from the audience – try to get active engagement of the poster presenters and the audience. Active involvement of the audience can be stimulated by asking e.g. "Did anyone of the audience encounter the same issue / this particular drug / …", which may trigger a spontaneous discussion.

- Rephrasing a question should the poster presenter not understand a question (note that not all presenters may be very fluent in English), or help a presenter to find a word.

- Hop from room to room as you wish.

When the session has finished, all break out rooms will automatically close and everyone will return to the main room. Here you can thank the presenters and have any final words before closing off the room.

SUPPORT

We hope you found these instructions helpful and feel prepared for your session now. If you are unsure of any of the above instructions or of your role as a facilitator, please reach out to us at program@tiaftvirtual.org and we will gladly assist you.

On behalf of the organisers we thank you again for your time and willingness to contribute to the success of this meeting.

We wish you a wonderful TIAFT 2022 VIRTUAL experience! Good luck ☺