

What is a Workshop?

Every workshop should incorporate an element of interactivity and not rely solely on a didactic presentation. Each session should fit into one of these interactive formats:

- **Q & A:** A moderator and up to three speakers will speak for up to 15 minutes each. Since all workshops are 75 minutes in length, this will allow the moderator to conduct a 30-minute question and answer segment at the end of the session with questions from the audience.
- **Panel Discussion:** A moderator and up to three panelists. The panelists do not give presentations; instead, the moderator asks them probing questions on a series of pre-defined topics and allows them to respond in turn. Once each panelist has addressed each question, the moderator will ask a person from the audience to provide commentary as well.
- **Problem-Based Learning:** A moderator and one discussion leader. A case is presented for interactive small group discussion, followed by a short didactic presentation on the topic.
- **Audience Response:** A moderator and up to three speakers, each of whom will offer a presentation constructed solely of clinical case situations. Each case will be presented to the audience, who will respond via audience response keypads, and the results will be shown on the screen. The speaker will then tailor his or her comments depending on those results. Allowing five minutes for each case will mean each speaker can present six cases.
- **Hands-On:** Sessions in which participants have the opportunity to actively manipulate devices or otherwise practice procedures in a supervised setting.

Please note: If you are a speaker participating in a session utilizing the Audience Response System, you will be asked to submit several cases or questions to which the audience will respond via keypads. Instructions for submission will be forthcoming.

As moderator, you are responsible for...

- **Working with confirmed speakers to develop specific session content.** Once they are all confirmed, you will be notified via e-mail. You should contact the speakers well before the meeting to ensure that their presentations fit the learning objectives. For sessions utilizing case studies, you will be responsible for reviewing the submitted cases and selecting three to five cases for discussion. You are also responsible for verifying that the session content is free of commercial bias. Your staff liaison can organize a conference call for the session participants if you would like.
- **Assisting the staff liaison assigned to your session with the collection of necessary materials from your speakers.** The timely collection of disclosure statements, handouts and audio/visual presentations is essential to the overall success of your session and your assistance in this area is greatly appreciated.
- **On-site management of your session.** It will be your job to make introductory announcements, to introduce your speakers, and to ensure that they and your session begin and end on time.

Please note: Delegates will be required to print their handouts before arriving at the Annual Meeting. Please refer to the General Speaker Information page for the details of the handouts submission process. Timely submission of handouts by all presenters will allow for a positive meeting experience by all attendees.

If you have further questions, please contact Amanda Buckley at (414) 272-6071 or abuckley@aaaai.org.