16 March, 2018.

Dear **Moderator**,

Necessary Information for Moderator at Concurrent Paper Session

I am writing to thank you for accepting as a moderator in the 2018 International OT conference, Kunming, China.   As a moderator at the concurrent session, please take note of the following:

1. Arrive the venue at least 10 minutes before the start of your session
2. Assist the speakers with their presentation materials e.g. upload the powerpoints, etc; (there will be a helper from Kunming organizer to look after the AV facilities)
3. Conduct introduction for the respective speakers (The brief bios of the speakers should be in the venue.)   Please do **not** use more than 1 minute to introduce the speaker.
4. The time for each current session is 90 minutes, but the no. of speaker in each session varies.   Therefore, the moderator should assign time of presentation for the speakers and decide when to have Q&A.
5. Keep accurate time of the session. The helper will remind the speaker at 3 minutes before the end of the scheduled time.
6. Facilitate the Question and Answer session, if appropriate.
7. Distribute the Certificates of Appreciation to the speakers and take photo with the speaker.
8. Confirm the speakers' consents to put their abstracts and powerpoints in the form of pdf onto the website of HKIOT (this will be done by the helper who would request the speakers to sign on a consent form)

Thank you for your kind assistance!

Yours sincerely,

Simon Wong

Simon WONG Kam-man
Chairman
Scientific Program Committee
2018 International Occupational Therapy Conference