MODERATOR'S CHECK LIST

These notes are provided to assist the moderator in the handling of discussion items.

1. At the beginning and end of each day, the moderator shall provide the opportunity for the Chairman for make any comments or announcements.
2. At the start and end of each session, other than Item 1, the moderator should announce each scheduled coffee and lunch break as appropriate, the time of return and any announcements passed on by the Chairman. Immediately following the break, the Moderator should publicly thank the sponsor(s) of the break.
3. Review and be familiar with all discussion items that will be raised during his/her assigned time slot. Written responses, received prior to the meeting, should be attached to the associated discussion item for use as a verbal response by the moderator if the submitter is not present.
4. Advise participants on proper techniques of using company signs and talking into the microphone.
   1. Have them hold their company signs high over their head to be recognized.
   2. Remind them to turn their microphones off if you see them on (red light/ring).
   3. Please remind them to clearly state their name and company before they address the discussion item.
5. The cornerstone of FSEMC is communication. The moderator should encourage persons to notify them immediately by waving their hands if they do not understand the discussion due to the language barrier or the audio level.
6. Introduce each discussion item by announcing the item number, system and subject, and then by reading a short prepared paraphrase of the submitted article input.

Note: This is frequently done by using a highlighter pen to mark appropriate portions of the discussion item.

1. Solicit comments/responses, first from the user representatives present, and then from the suppliers. Read submitted written responses as appropriate.
2. For cases where you feel that the response is not clear, please ask the respondent to repeat their response more slowly.
3. The moderator should ensure that discussions are focused on facts with full opportunity provided for response by anyone affected. If the discussion item appears to affect several users/suppliers, the Moderator may ask for a show of hands to determine the extent and show support.

**Suggested FSEMC Moderator text:**

*May I please have a show of hands for all those that share this problem?*

1. Encourage participants who have lengthy prepared written responses to shorten and paraphrase their response for the verbal presentation and then submit their written response to the moderator for insertion into the meeting report.

Note: The time allowed for each item will vary, depending on its complexity and on the interest indicated by the participants. The staff will provide a schedule and an average time per item which will be based on the total number of items in the agenda and the total scheduled time for discussion. This schedule should only serve as a guideline for the moderator to use in setting the pace.

1. Upon completion of each discussion item, the moderator should clearly confirm with the submitter whether the item should be logged as resolved and closed, or is to remain open until a solution has been obtained.

If the submitter is not present at the conference, the moderator should use their best judgment.

The moderator may also elect to keep a discussion item open based on their discretion and/or inputs from other simulator users.

In the case of an open item, the moderator should request the supplier(s) to set an estimated completion date when a solution will be available. Unless a solution is provided, open items will be revisited at the next annual meeting.

**Suggested FSEMC Moderator text:**

***Company Name,*** *based upon the information provided for this discussion item, may the item be closed or should it remain open?*

*Note: If the discussion item should remain open, Would* ***Company Name*** *(user or supplier) provide an estimated completion date?*

1. The practice of combining sequential items that relate to the same equipment and similar problems is encouraged to make efficient use of time. However, problems may arise if a participant is prepared to respond to only one of the items. Therefore, care must be exercised to avoid confusion in the responses.
2. The moderator is responsible for introducing each presentation and monitoring the time allocated for it notifying the presenter when two minutes remain.
3. At the end of each day, the Moderator should encourage the members to meet afterwards to resolve any outstanding issues that arose during the day.

**Equally important, the Moderator should encourage the members to report the results of their discussions the next day, and provide a brief written summary to the FSEMC Secretary**.