Ohio Pharmacy Resident Conference
Instructions for Evaluators and Moderators

EVALUATORS
Evaluators should arrive in the assigned rooms early and check in with the Moderator, who will be distributing and collecting the evaluation forms. The Moderator will be a preceptor from the presenter's institution. Please be sure to complete the entire evaluation form by putting a check mark into each section.

Evaluation forms completed by each attendee are given to the Moderator. The forms will be available for pick up by the resident's preceptor at the end of the conference.

Evaluators will be responsible for trading sessions if a conflict occurs. Official Evaluators should not evaluate their own programs. It is not fair to the residents to not show up at your assigned sessions.

MODERATORS
The Moderator has a number of functions during the presentation. Try to relax your presenter and orient them to the room, computer, and podium. It is very important for the Moderator to keep the sessions on time, both beginning and ending.

Responsibilities:
- Assist with the loading of the presentation and make sure it is functioning properly.
- Announce the attendance session code for ACPE CPE. Remind attendees to record the code in their conference program to have for reporting CE online.
- Introduce the resident to the audience at the beginning of the presentation. Include their name and hospital but NOT the title of the presentation.
- Time the presentation ensuring that the presentation and questions/answers does not go over 25 minutes.
- Official colored evaluation forms for each presentation will be provided for you at the beginning of the session block. The evaluation forms should be passed out to each evaluator before the presentation begins. An evaluation form will be distributed to the remainder of the audience for their evaluation of the presentation. Moderators will collect the evaluation form at the end of the presentation and place them in the session envelope. One of the program staff will come by and pick them up at the end of the session block.
- Please remind attendees that the CE session number and their own records for reference in obtaining statement of credit online.