

6. International Scientific-Practical Conference (ISPC 2026)

TRACK MODERATOR GUIDELINES

Friday, 11 September, Scientific Presentations | Parallel hybrid tracks

Purpose. Moderators keep each track welcoming, punctual and discussion-oriented. Each presentation slot lasts 25 minutes, including discussion, and must follow the published program times.

BEFORE THE CONFERENCE

- Contact your co-moderator in advance and briefly coordinate responsibilities.
- Agree who will watch the time and who will monitor the chat and collect participant questions.
- Review the track program, presenter order and participation modes.
- Prepare at least one possible discussion question for each presentation or topic area.
- Join Zoom and the assigned breakout room at least 10 minutes before the track begins.
- Support each other throughout the track and be ready to take over if your co-moderator is temporarily unavailable.

DURING EACH PRESENTATION

- Welcome participants briefly and identify the track. Presenters should be invited one by one in program order; there is no need to introduce all speakers at the beginning.
- Introduce each presenter briefly by name, affiliation and presentation title.
- Keep strictly to the scheduled slot and give the presenter a discreet three-minute warning before the presentation time must end.
- Thank the presenter, open the discussion and invite questions from the audience and chat.
- Use your prepared question if discussion does not begin immediately.
- Close the discussion on time and announce the short transition period so participants can switch between tracks.

RECOMMENDED TEAMWORK DURING THE TRACK

Moderator A: **session flow**

Welcomes the audience, introduces each presenter, watches the speaking time and gives the three-minute warning.

Moderator B: **discussion support**

Monitors the chat, notes questions and comments, supports the discussion and helps with technical or timing issues.

AWARD NOMINATIONS AND CLOSING SESSION

Best Paper Certificate

The two track moderators jointly nominate the strongest paper presented in their track, considering scientific quality, originality, relevance and presentation.

Young Scientist Certificate

The two track moderators jointly nominate an outstanding contribution by a young or early-career scientist, considering scientific promise, clarity and engagement.

Deadline: Send the joint proposal for both categories to Richard by Friday, 11 September 2026, 15:15 CEST. Include the nominee name(s), paper title and a brief reason.

The certificates will be presented together with the track moderators in the final joint session.

Key principle: Punctuality takes priority.

End every slot at the published time so participants can move reliably between tracks.