



## Ensuring Compliance for Sigma Event Presentations

Sigma Theta Tau International Honor Society of Nursing (Sigma) is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's (ANCC) Commission on Accreditation.

### Working With Your Session Moderator

Sigma event moderators are volunteers. If there is a moderator for a session, the moderator's role is to ensure that presentations are on time and remain compliant with ANCC's guidelines.

Before the session begins, the moderator will meet with presenters to discuss the following:

- The order of the presentations during the session. Sigma suggests following the listing on the concurrent session signage, but ultimately the decision is made after discussion with the moderator and presenters.
- How would the presenters prefer to handle questions from the audience?  
**Option A:** Hold all questions until the end of all presentations.  
**Option B:** Answer questions after each presentation in the session.
- All presenters must sign the moderator report form. This form verifies the authors presented and is part of the Sigma nursing continuing professional development process.
  - In addition, this is how the moderator would communicate to Sigma Nurse Planners if any concerns existed during the session presentations so that Sigma staff can follow up with the presenting authors.
- The moderator will have color cards and will hold them up for a visual cue for presenters.

The green card signals the presenter has 5 minutes of speaking time left. The presenter should begin conclusion.

The yellow card indicates that there are 2 minutes left. The presenter should make concluding remarks.

The red card signals that time is up and the presenter must stop.

The black card indicates potential or perceived violation of the guidelines.

## Preventing Violation of Guidelines

Event presentations should provide content to expand education or enhance the professional development of a nurse.

- At the end of the presentation, the moderator will communicate any concerns with the presenting author and will indicate such on the moderator report form.
- Sigma staff will review the moderator report form upon submission and will be in contact with the presenting author.

To ensure compliance, below are some key components:

### Best Practice for Compliance During a Sigma Event Presentation

- Use generic names of products (e.g., hook and loop fasteners, patient simulator, etc.).
- Follow international copyright laws:
  - Presentations are due in advance of the conference for the Nurse Planners on staff to review.
  - Ensure images have copyright permissions unless otherwise indicated by the owner.
  - Images such as Disney characters or images of celebrities are copyright-protected unless permission is granted for use in writing.
- Do not encourage the audience to purchase specific items or books but rather encourage attendees to seek resources regarding the topic area.
- It is fine to announce that you are an author, but ensure educational presentation is free of marketing or sales of products or services.