Supplemental Digital Form 1

Vanderbilt Institute for Clinical and Translational Research (VICTR) Studios Moderator Checklist: A Tool to Assist Studio Moderators

Welcome (5 minutes)

- ☐ Explain the general purpose of studios
- ☐ Introductions (yourself, the experts, any other attendees and the PI)
- ☐ Review the studio agenda
- ☐ Encourage the experts to ask questions during the presentation if something is unclear or needs clarification; otherwise ask them to reserve questions or comments until the end of the presentation
- ☐ Encourage the experts to complete the expert comment sheet before they leave the studio
- ☐ Remind the PI to keep his/her presentation to 15 minutes or less
- ☐ Ask the PI to begin by stating what he/she wants to get out of the studio

Discussion (60 minutes)

- ☐ After the PI finishes his/her presentation, re-state the main purpose/focus of the studio before starting the discussion
- ☐ Open the discussion by asking the experts if they have any specific questions for the PI or any points they would like clarified
- ☐ Intervene when necessary (e.g. whenever the discussion drifts off onto a tangent that is not related to the main purpose); reiterate the main purpose and re-focus the discussion
- ☐ Try to engage all of the experts at some point during the discussion

Closing Remarks (10 minutes before the close of meeting)

- ☐ Provide a brief summary at the end of the studio; perhaps have each expert state one or two important take-home points or review questions submitted by the PI
- ☐ Thank the experts for their time and participation
- ☐ Remind the experts to complete their comment sheet and to give them to the coordinator at the end of the studio
- ☐ Remind everyone (experts and PIs) to complete the evaluation which will be e-mailed within a day or two

Thank you for your willingness to serve as a studio moderator.
Your contribution helps makes this worthwhile service possible.

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