



35TH ANNUAL MEETING OF THE
**EUROPEAN SOCIETY FOR
PAEDIATRIC INFECTIOUS
DISEASES**
Organised jointly by ESPID and the ESPID Foundation.



MADRID
SPAIN
23-27 MAY
2017



GUIDELINES FOR ESPID 2017 INTERACTIVE CASE SESSION CHAIRS

Please note that all session chairs are requested to come to the session hall 10 minutes prior to the start time of their session to receive a briefing from the technician regarding the technological features taking place during the session.

Important note: ESPID has record numbers of participants this year. To ensure maximum participation, at the start of each session, stand centrally on the stage and ask people to take their seats 2 minutes before the start, encouraging them to sit towards the centre of the rows.

One minute before the start of the session:

- You and your co-chairs should introduce yourselves by name and affiliation.
- Take your seats available on the stage.
- Announce the title of the session.
- Ask people to make their mobile devices silent and ask them not to take photos during the session.
- Inform people that although questions can be asked in the usual way at the end of each talk if there is time, they can also submit questions via the app which will be sent to you and you can ask them of the speaker, if there is time.
- Emphasise the importance of providing feedback on the session and the individual talks, again via the app and ask people to do this without fail.

Technological features during your session:

All technological features will be available via the Mobile App. We will have a technician in the hall to assist with any technical issues that may arise during the session.

- **In-Session Voting:**
 - If you have uploaded your voting questions and answers in advance of the Meeting, they will be available for use via the Mobile App. You will be able to control the voting feature (i.e. when to ask the audience a question) from the second computer screen located on the table next to the lectern. The voting question will appear on the participants' mobile devices and on the main screen. The results will appear on the main screen as soon as voting will begin.
 - If you are planning to use the voting feature via the Mobile App during your lecture, but have not yet uploaded your questions and answers prior to the Meeting, you can do so onsite by approaching the operators in the Presentation Technical Support Room, and providing your questions and answers. During the Meeting, you are only able to upload and update voting questions and answers up to two hours prior to your session.
- **Ask the Speaker:**
 - This feature will be available in most sessions. The audience will be able to ask the speaker a question via the Mobile App. The questions will then only appear on the chairperson's (i.e. your) iPad (pre-installed with the Mobile App and with the "Ask the Speaker" software) which will be given to you prior to the session. The questions will be submitted anonymously. Please ensure that at least some of the questions sent to the iPad are asked (by you, of the speaker). Do not always give precedence to people standing at the microphones. You will



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be given a microphone yourself to use when announcing the speakers and coordinating and asking the questions.

- **Evaluation of Topics:**
 - Evaluation of topics will be done via the Mobile App. Please encourage participants to participate in the evaluation of topics towards the end of your presentation.