



35<sup>TH</sup> 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 INVITED SPEAKERS**

- Please make sure to check the online [programme](#), mobile app or printed programme book for your scheduled presentation date, time, session, and presentation length. Please note your allocated presentation time includes time for questions and discussion.
- Invited Speakers will have a total of 20, 25 or 30 minutes for their presentation, depending on the plenary or symposia session. Please check the program for your finalised presentation time.
  - Invited speakers with 30 minutes' presentation will have 25 minutes for their talk + 5 for discussion.
  - Invited speakers with 25 minutes' presentation will have 20 minutes for their talk + 5 for discussion.
  - Invited speakers with 20 minutes' presentation will have 17 minutes for their talk + 3 for discussion.

#### **Your presentation**

- If you are speaking in a plenary session, prior to your talk, please be seated on the available seating on the stage. When it is time for your talk, please make your way to the speaker lectern, and return to the seating on stage following your talk.
- If you are speaking in a parallel symposium, please be seated in the first row of the hall. When it is time for your talk, please make your way to the speaker lectern. Following your talk, please make your way back to the first row of seating.
- From the speaker lectern, you will be able to control your presentation using a computer mouse or up/down/right/left keys on a keyboard.
- The session chairpersons will be asked to sit on the stage to be more engaged with the speaker and audience. A technician will be seated in the first row of the hall to assist with all technological features taking place during the session.

#### **Discussion in your session:**

- If you are speaking in a plenary session, during the general discussion time of the session (if applicable, it is indicated in the programme as "Discussion"), the discussion will be held from the available seating on stage, with all invited speakers in the session and both chairs participating in the discussion.
- If you are speaking in a parallel symposium, during the general discussion time of the session (if applicable, it is indicated in the programme as "Discussion"), please make your way to the available seating on the stage (next to the chairs) to take part in the general discussion.
- Chairpersons have strict instructions to interrupt you if you exceed the allocated time of your lecture. There will also be timers to indicate your allotted lecture time, and will tell you when you have exceeded your presentation time.



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### Use of technological features during your lecture:

All technological features will be available via the Mobile App.

- **Ask the Speaker:**
  - This feature will be available in your session. 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 iPad (pre-installed with the Mobile App and with the "Ask the Speaker" software), which will be given to them prior to the session. The questions will be submitted anonymously. At the end of your talk, the chairperson will invite spoken questions in the usual way and will also read selected questions out to you from the iPad.
- **Presentation Slides:**
  - PLEASE NOTE – Invited speakers and oral presenters are required to use a disclosure slide as the second slide of their presentation. **The template can be downloaded [here](#).**
  - During the Meeting, all invited speaker and oral presentations will be available to participants via the Mobile App to assist learning and note taking, as well as allow speakers to easily upload their slides for presentation in the halls via the link which has been provided. **Thus, by uploading a presentation via the link, the slides will be available for all registered participants via the App and will be ready for projection in the session hall.**
  - Please note that you will be able to continuously update your presentation, and make any necessary edits and changes **up to 2 hours** prior to the session. **The final version you upload will be the one available via the App and projected in the session hall.**
  - Please click [here](#) to read further important information and instructions regarding your slides for sharing and for projection in the session halls. Please use the link, username and password in the instruction email sent to you to login into the system and upload your slides.