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 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.
Overflow facilities will also be available and directed to if halls become full.

You should announce each speaker and supervise discussion from the centre of the stage using your own microphone and sit in the armchairs available on the stage for session chairs during talks.

One minute before the first scheduled talk:
- You and your co-chair should introduce yourselves by name and affiliation.
- Announce the title of the session.
- Ask people to make their mobile devices silent and ask them not to take photos during the session, telling them that all slides that speakers are willing to share can be found on the mobile app.
- 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. *If you are chairing an oral session, please instruct the session participants to "like" the best abstract presented in the session via the mobile app.*

As a session chair, you are responsible for the time management of the presentations within your session hall:
- You are asked to be seated in the available seating located on the stage. A technician will be seated in the first row of the hall to assist with all technological features taking place during the session.
  - If you are chairing a plenary session, the invited speakers of the session will also be seated on stage.
  - If you are chairing a parallel symposium, the invited speakers of the session will be seated in the first row of the hall, and will make their way to the lectern when it is their time to present.
- We will supply you with an iPad (which will have the ESPID Mobile App pre-installed) during the session, so that you may easily follow the programme schedule, as well as use the technological features available via the Mobile App. You will also be able to use the timetable in the printed programme book.
- You will be required to introduce the speaker and presentation title as indicated in the programme timetable or mobile app.

- You will be able to view the presentations from a screen which will be locating in front of you on stage.
- It is essential to adhere to the scheduled start and end times of each talk. This is so that people can move from one room to another and find the talks as announced in the programme. Accordingly, warn your speakers in advance that they will be required to stay to time, stand and walk onto the stage when the talk is due to stop and discussion and questions to start and if the speaker is still speaking when the next speaker is due to start, ask them to stop and do not allow any questions. There will also be timers on stage to indicate the invited speakers' allotted lecture time, and will tell them when they have exceeded their presentation time.
- Please make sure to check the mobile app or printed programme for the full session schedule.
  - 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.
  - Oral abstract presenters will have 10 minutes for presentation which include 7 minutes for their talk + 3 minutes for discussion.
- **Discussion in your session:**
  - If you are chairing 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. Oral abstract presenters in plenary sessions will answer any questions during their allotted presentation and discussion time (10 minutes) from the lectern.
  - If you are chairing a parallel symposium, during the general discussion time of the session (if applicable, it is indicated in the programme as "Discussion"), we have advised the invited speakers to come sit on the stage to participate in the general discussion. You may also invite them on stage if there is a general discussion during your session. Oral abstract presenters in parallel symposia will answer any questions during their allotted presentation and discussion time (10 minutes) from the lectern.
  - If you are chairing an oral session, each presenter has been given 10 minutes to give their talk, which include 3 minutes for questions & answers, and discussion after each talk. There is no general discussion time in these sessions. Oral presenters will answer questions from the lectern on stage.

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- At the end of the session, please ask the audience, again, to provide their feedback via the Mobile App before leaving
- Be prepared for the unexpected!
- If a speaker fails to attend the session, move to the next speaker. However, this will disrupt the timings – accordingly let things go slowly and try to get back towards scheduled times if possible.
- Please notify your technician immediately of AV equipment or other technical problems.
- If the session gets ahead of schedule, do one or more of the following:
  o Have questions prepared for each speaker – 2 per presentation.
  o Use questions submitted via the Mobile App.
  o Encourage the audience to leave their feedback via the Mobile App.
  o However, if you finish much before the allotted time, you may conclude the session early.

Technological features during your session:
All technological features will be available via the Mobile App.
- **Ask the Speaker:**
  o 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 be given a microphone yourself to use when announcing the speakers and coordinating and asking the questions.
- **Evaluation of Topics:**
  o Evaluation of topics will be done via the Mobile App. Please encourage participants to participate in the evaluation of topics at the end of the session. *If you are chairing an oral session, please instruct the session participants to rank the best abstract presented in the session via the mobile app.*