



34th Annual Meeting of the
**EUROPEAN SOCIETY FOR
PAEDIATRIC INFECTIOUS
DISEASES**

Organised jointly by ESPID and the ESPID Foundation

BRIGHTON, UK
MAY 10-14, 2016



GUIDELINES FOR ESPID 2016 SESSION CHAIRS

Please note that all session chairs are requested to come to the session hall 15 minutes prior to the start time of their session in order to receive a briefing from the technician regarding the technological features taking place during the session.

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. You should announce each speaker and supervise discussion from the centre of the stage using your own microphone and sit in your reserved seat in the front row during the 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 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.

As a session chair, you are responsible for the time management of the presentations within your session hall:

- You will be seated in the first row of the session hall (your seat will be reserved). A technician will be seated next to you in order to assist you with all technological features taking place during the session.
- 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 the timetable in the printed programme book.
- You will be required to introduce the speaker and presentation title as indicated in the programme timetable.
- 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.
- At the end, please ask the audience, again, to provide their feedback via the Mobile App before leaving
- Be prepared for the unexpected!





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- 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:
 - Have questions prepared for each speaker – 2 per presentation.
 - Use questions submitted via the Mobile App.
 - Encourage the audience to leave their feedback via the Mobile App.
 - 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. **Please click [here](#) for the Mobile App instruction video, which includes specific instructions on how to use the technological features available via the Mobile App.**

- **In-Session Voting:**
 - Speakers who have requested to use this feature within their session will operate the voting system from the lectern table.
- **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. When you walk onto the stage at the end of each talk, take the iPad and 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.

