

## Guidelines for Session Chairs

Below please find guidelines for the Session that you are chairing. Please refer to the Meeting App for the list of presentations in your session.

At the start of each session, please ask attendees 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 head table using your own microphone.

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.
- Inform people that questions can be asked in the usual way at the end of each talk if there is time.
- Emphasize the importance of providing feedback on the session and the individual talks, via the APP and ask people to do this without fail. They can do this by following the instructions below:
  1. Enter the session you would like to evaluate
  2. Click on the 'Evaluation' button
  3. Answer the questions to evaluate the speakers of a specific session

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

- You will be required to introduce the speaker and presentation title as indicated in the app.
- It is essential to adhere to the scheduled start and end times of each talk. This is to ensure all presenters get the opportunity to present and 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 and when the talk is due to end, and discussion and questions to start, please make the announcement from microphone at the head table. 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!
- 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, please:
  - Have questions prepared for the speaker – 2 per presentation.
  - Solicit questions from the audience.
  - 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.

# 28<sup>th</sup> Annual Meeting of The European Society of Paediatric and Neonatal Intensive Care

June 6-9 2017, Lisbon, Portugal

Please note:

1. Invited Speaker Presentations: Please refer to the timetable in the programme book or Mobile App for specific timings of each invited speaker.
2. Oral Presenters (submitted abstracts): will have 8 minutes for presentation and 2 minutes for discussion.
3. Moderated Posters (submitted abstracts): will have 5 minutes for presentation and 2 minutes for discussion.

We thank you for your cooperation and hope you enjoy the Meeting.

Sincerely,

ESPNIC 2017 Secretariat