**GUIDELINES FOR CHAIRS OF ORAL PRESENTATION SESSIONS**

Thank you for acting as Chair for an Oral Presentation session during the ERS International Congress 2018 in Paris. Your role is key for the running and quality of the programme. You have been invited as an expert in the specific field of the session.

**GENERAL INFORMATION**

Oral Presentation sessions are slide show presentations given by authors of accepted abstracts. A maximum of eight abstracts are presented in each Oral Presentation session, and two Chairs are invited to discuss the presentations.

**KEY INSTRUCTIONS**

- Contact your co-Chair to prepare the session
- **Prepare questions** in advance for the discussion
- Ensure the presenters stick to the set timings

**BEFORE THE CONGRESS**

- **Read** all abstracts that are being presented in the session.
  - You can find a copy of the abstracts that will be presented in the session in your personal space. The link to this is provided within the answer form in your Congress invitation.
  - All abstracts will be available via the online programme one week prior to Congress, accessible here: [https://erscongress.org/programme-2018/access-the-programme-2018.html](https://erscongress.org/programme-2018/access-the-programme-2018.html)
- Contact the co-Chair and/or Authors/Presenters directly. Contact details are available upon request via the ERS office: programme@ersnet.org.
- You may also contact the Group Chair who organised this session. Do not hesitate to ask for the required contact details via the ERS office: programme@ersnet.org.

**ON THE DAY OF THE SESSION**

- **Arrive at the session 10 minutes before the start time**

This will allow enough time for you to meet your co-Chair in person and familiarise yourself with the room equipment. A Room Assistant will be assigned to your session. Introduce yourself to the Room Assistant and check together how timing devices and audio-visual equipment operate before the session starts. Should you encounter any problems (sound, equipment, medical, etc.) instruct the Room Assistant to contact the appropriate person. A Room Technician will also ensure the microphones, speakers and other equipment are functioning.

**DURING THE SESSION**

- **Additional duties**: Remind the Authors to absolutely respect the time limit (*the Author has 10 minutes for presentation and 5 minutes for questions and answers*). Use the timer on your table to make sure the Presenter does not exceed the allocated time. If a presentation cannot be given, or if a Presenter does not appear (no-show), use this time to start a discussion so that the next presentation can take place on schedule. If an Author is not present, you can use the additional time for interactive discussion with the audience.
Mentoring: If you feel that the Author has some gaps in his/her presentation skills, do not hesitate to give advice for the future. The Programme Committee also sees the Congress as an opportunity for Authors to improve their presentation skills to learn how to be a better Presenter.

Discussion: Take the lead in the discussions; identify questions from the participants and engage the audience in the discussion. When necessary, it can be useful for Chairs to repeat or paraphrase the question or the answer so that everyone can follow the discussion.

Comment/challenge Presenters: Comment on the data presented in relation to accepted current knowledge. The audience may believe that the lack of comments from the Chairs means acceptance, or agreement, on the presented data.

AFTER THE SESSION

Your feedback is important. Please fill in and return the evaluation form to the Room Assistant after the session. The evaluation form will be given to you on-site, just before the start of the session.

Once more, thank you for your contribution to a successful meeting in Paris.