GUIDELINES FOR CHAIRS OF POSTER DISCUSSION SESSIONS

Thank you for serving as Chair for a Poster Discussion 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

Poster Discussion Sessions are organised in two parts: first, a two minute presentation is delivered by Authors on the stage; next, a thematic discussion led by the Chairs between the Authors and the delegates is organised as a walk-around tour in the room.

KEY INSTRUCTIONS

➔ Contact your co-Chair to prepare the session
➔ Prepare questions in advance for the discussion
➔ Ensure the presenters stick to the timing in the first part of the session. Lead the second half by walking around the posters and discussing key messages with the Authors of the posters from the session.

BEFORE THE CONGRESS

➔ Read all of the 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 one week prior to Congress, accessible via: 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

A Room Assistant will be assigned to your session. Introduce yourself to the Room Assistant and check together how timing devices and audio equipment operate. Should you encounter any problems (sound, equipment, medical, etc.) instruct the Room Assistant to contact the appropriate person.
**DURING THE SESSION**

**Introduction**
Take 5 minutes to explain to the audience and Authors how the session will be run.

**Duration: 45 minutes** (Part 1)
The first part of the session is dedicated to a speed slides presentation on stage by authors. You will chair the session from the stage, and the audience will be sitting in the room. You are asked to supervise the session flow.

**Duration: 65 minutes** (Part 2)
The second part of the session is dedicated to thematic discussion between all people present in the session next to the posters.

➔ Encourage the audience to go around the room and individually discuss with Authors.

➔ Discuss each poster, preferably with your co-Chair (average timing to be spent per poster: 4 minutes).

**Mentoring:** If you feel that the Author has some gaps in his/her presentation skills, or that the poster is missing important information, do not hesitate to give your advice. The Programme Committee also sees the Congress as an opportunity for Authors to improve their posters and learn how to be a better Presenter.

**Conclusion**
Take 5 minutes to close the session. This conclusion will include a summary of the session and a “take home” message.

**AFTER THE SESSION**
➔ Fill in and return the evaluation form to the Room Assistant after the session. The evaluation form will be given to you on-site, before the session starts.

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