INSTRUCTIONS FOR INTERACTIVE SESSIONS (GRAND ROUND)

GENERAL INSTRUCTIONS

Interactive sessions with live voting are organised with the aim of facilitating dynamic communication with the audience, which is usually made up of physicians who currently work in practice or are in training. For optimal use of the technology, special preparation is required. During the sessions, the Speakers ask questions that are answered live by the audience using the Congress App. The voting results are presented live during the sessions.

All Speakers are expected to prepare multiple choice questions (5 to 10 questions for a 30 minute-presentation), with up to 5 possible answers (numbered from 1 to 5) per question. Individual slides should be made for each question, followed by one slide with the 5 possible answers.

The participants vote by using the Congress App. All answers are centralised within 20-second (voting time will be shown on screen). As long as the countdown timer is running, delegates can vote. The interactive system allows for results to be displayed immediately. Answers are anonymous and appear on the screen as bars or percentages. The length of the bars is proportional to the number of answers received.

When divided opinions are expressed the Speaker must be prepared to comment, showing one or two additional slides summarising what is, in their view, the present state-of-the-art. The references of the material shown should be given. If major discrepancies in opinion appear, the participants should be encouraged to defend their own votes.

IMPORTANT NOTES

➢ Questions should be simple and clear.
➢ Each question can have one or multiple correct answers.
➢ Give the audience a 15-second break after each question.
➢ Speakers must upload their slides prior to the Congress by Friday 10 August, 2018.
➢ Speakers are requested to visit the Speakers’ Preview Room to check their voting questions no later than 3 hours before the session starts.
➢ Chairs and Presenters / Panellists must establish contact well in advance of the Congress to discuss and harmonise all above measures for a fluent, lively performance.
➢ At the beginning of the session, Chairs will introduce the voting system to the audience and perform some tests with the help of the technician.

CASE PRESENTATIONS

Case presentations are presented in Grand Round sessions. The title of the presentation should present the case without suggesting any diagnosis.

The presentation should be divided into three parts:

1. Diagnostic evaluation, including history: The audience is asked two or three questions, with four or five reply options for each. "What would be the next step?"
2. **Differential diagnosis:** Before giving the diagnosis, the audience is asked for their choice out of four or five differential diagnoses.

3. **Discussion:** The audience is asked for alternative diagnoses, and/or therapeutic procedures, or epidemiologic topics (one or two questions).

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### Slides Preparation and Upload

**A) Upload your presentation prior to the Conference**

Upload your presentations to a protected server **prior to the Congress by Friday 10 August, 2018.** Submit your presentation file using the link that will be provided in a separate email in June and enter your personal username and password. Once you have submitted your presentation(s), you will receive an automated email confirmation.

After the deadline (Friday 10 August 2018), the online link will still be active for updates up to 36 hours before your session starts. Changes can also be made on-site at the Speakers’ Preview Room, up to 3 hours before the session starts.

For technical questions, M Events Cross Media GmbH can be contacted at: ers@m-events.com

Please do not attach your presentation to emails as they will not be processed.

**B) ON-SITE – Check-in your presentation at the Speakers’ Preview Room**

Speakers are requested to come to the Speakers’ Preview Room to check their voting questions **no later than 180 minutes (3 hours) before the session starts.** You will also have the opportunity to test your presentation. Your presentation will then be sent through the network to the computer that will be used for your presentation in the session room.

More information on the Speaker’s Preview Room can be found in the Faculty booklet that will be sent to you by email in July/August.

In the session room, you will have a laptop at the lectern, giving you full control over your presentation. Start your presentation by clicking on your name in the menu.

At the end of the Congress, all presentations will be deleted from the central computer, ensuring that your presentation cannot be used by anyone else without your formal approval.

- Each session room is equipped with a laptop and a projector.
- Your presentation must be submitted to the above-mentioned website only.
- Presentations attached to an email will not be processed.
- Own laptops cannot be connected in the session rooms. Only MS-PowerPoint presentations (*ppt, *pptx) are accepted.
- **Upload your presentation online before Friday 10 August, 2018.**
- Speakers are requested to come to the Speakers’ Preview room to check their voting questions no later than 180 minutes (3 hours) before the session.
Content of the presentation

1. In order to comply with the CME accreditation requirements, ERS ask Presenters to disclose any significant financial or other relationship a faculty member has with the manufacturer(s) of any commercial products(s) or provider(s) of any commercial service(s) discussed in a scientific or educational presentation on a slide at the beginning of the presentation. A slide template is available on the presentation upload platform.

2. You are asked to add 5 to 10 questions into your presentation. The questions and the possible answers should appear on the same slide. You cannot use any animations on the voting slide.

3. Information from other sources such as journals, articles, book chapters, graphs and figures, included in your presentation require copyright permissions prior to the Congress.

4. If you use PowerPoint version 2007 or older, please do not forget to upload your video files, as they cannot be embedded into the presentation.

Timing

Please respect the time limit allocated to your presentation. Each speaker is allocated 30 minutes for their presentation; this should be made up of 20 minutes of presenting, followed by 10 minutes of discussion time for questions and answers related to your presentation.

Compatibility

Recommended file Format: Only MS-PowerPoint presentations (*ppt, *pptx) are accepted. Apple users: Apple keynote formats will normally not be fully compatible. Save your presentation as windows compatible. Add pictures using a Mac with the insert function (do not use the “copy paste” function for pictures).

Size and legibility of the presentation

Access these settings via: File > Page-setup > On-screen show.

- Use 16/9 format for your slides. If you use 4/3 slides, 2 large black borders will appear on each side of your slides. Please avoid this.
- Choose fonts, colours and diagrams that are easy to read.

ERS PowerPoint template can be found here

https://erscongress.org/images/Powerpoint_template.ppt